

# Mail Clerk



## Indoctrination Course

Postal:  
Admin 763-1196  
Inspectors 725-6896

Revised January 2006

Consolidated Post Office Web Site: <http://www.i-mef.usmc.mil/msc/1mlg/sections/SpecialStaff/Postal/Postal.html>

E-mail: [mcbcampenpostal@usmc.mil](mailto:mcbcampenpostal@usmc.mil)

**Situation-** To publish a revised Indoctrination Course for unit mail clerks and unit mail orderlies.

**Mission-** To increase the knowledge of the unit mail clerks and unit mail orderlies in the performance of mailroom duties and responsibilities.

**Execution-** Upon completion of this course, the unit mail clerks will be able to:

- a. Know the proper procedure for appointing the unit postal officer, unit mail clerks/orderlies and the training that is required.
- b. Advise the unit postal officer of the minimum required information that is to be contained in the unit mail handling order.
- c. Know the proper security standards that are to be provided for unit mailroom (UMR) operations.
- d. Know the proper procedure for receipt and delivery of personal mail and personal accountable mail (If applicable).
- e. Know the proper procedure for receipt and delivery of official mail and official accountable mail.
- f. Know the proper procedure for handling leave, TAD, casualty, confined and deserter personnel mail.
- g. Know how to properly process "Directory Service" mail.
- h. Know the proper procedures for processing deployed mail.

**Administration and Logistics-**

- a. Unit postal officers: Ensure unit mail clerks and unit mail orderlies are properly trained and standards are met.
- b. Unit mail clerks: Each unit mailroom should maintain a copy of the Mail Clerk Indoctrination Course as a reference guide for operating the unit mailroom and training unit mail orderlies.

**Command and Signal-**

- a. Command. This Mail Clerk Indoctrination Course is effective the date published.
- b. Signal. This Indoctrination Course is applicable to all commands, organizations, and tenant activities that receive or dispatch mail through the Camp Pendleton Consolidated Post Office.

## Mail Clerk Indoctrination Course

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1. **REFERENCES-** The following documents and directives support the Mail Clerk Indoctrination Course text and shall be maintained in each unit mailroom:

1.1. A copy of the most current edition of each of the following:

1.1.1. DoD Postal Manual 4525.6M dated 15 Aug 2002

1.1.2. MCO 5110.6B SOP for Marine Corps Unit Mailrooms 16 May 2002

1.1.3. MCO 5110.5D USMC Mail Address Listing dated 13 Sep 1999

1.1.4. MARFORPACO P5112.1C w/Ch 1 SOP for Postal Affairs dated 12 Jun 1990

1.1.5. BO 5112.1A Ch 1 Base Order for the Postal Affairs dated 16 Nov 1984

1.1.6. SQU/Unit/BN Mail Handling Order

1.1.7. Mail Clerk Indoctrination Course dated January 2006

1.2. Instructions and memorandums periodically published by the I MEF, I MLG and Base Postal Officer.

2. **Unit Mail Handling Order-** All commands operating a Unit Mailroom must publish Mail Handling Order that provides personnel with sufficient information about local mail service.

2.1. Information about security of mail and postal effects.

2.2. Instructions relative to custom regulations. (See Local Post Office for updated information)

2.3. The correct and complete mailing address for unit personnel.

2.4. Mail Call hours and mail distribution procedures.

2.5. Location and hours of operation of the serving Post Office.

2.6. Location and collection hours for outgoing mail receptacles.

2.7. Information concerning delivery of mail during field exercises.

2.8. Procedures for handling mail for personnel temporarily absent.

2.9. Instruction for using OPNAV 5110/5 (Change of address cards).

2.10. Procedures to establish a classified material screening point.

3. **Postal Officer Designation-** Unit postal officers (E-6 or above/ GS-6 or above) and assistant postal officer (E-6 or above) shall be designated in writing (fig #1) or unit special order by the commanding officer. DD Form 285 (fig #2) shall not be used for this purpose. However, unit postal officers involved in mail handling duties are required to have a DD Form 285 to perform those duties. Designation do not require renewal if the designating official changes.


	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---	1650 Origin Code 8 Dec 04
	<p>From: Commanding Officer _____ To: Name of appointee Via: Consolidated Post Office</p> <p>Subj: APPOINTMENT OF UNIT POSTAL OFFICER (or ASSISTANT POSTAL OFFICER)</p> <p>Ref: DoD 4525.6M</p> <ol style="list-style-type: none"><li>1. Per the reference, you are hereby appointed as the Battalion Postal Officer.</li><li>2. The Unit Mail Room contains all pertinent directives concerning the performance of your duties.</li><li>3. POC and phone number.</li></ol> <p>NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.</p> <p>I. M. COMMANDING</p>	

Figure #1

4. **DD Form 285 Mail Clerk & Orderly Designation -**

4.1. Designations- The command will keep the number of designated unit mail clerks and orderlies to a minimum, of **two unit mail clerks/orderlies will be appointed per unit/section.**

4.2. Procedures- The unit postal officer or assistant postal officer will use a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Orderly) (fig #2-4) to designate unit mail clerks and orderlies prior to assuming their mail handling duties. **Three** original DD Form 285 will be prepared for each **unit mail clerk**, (fig #2 or 3) one will be retained by the Military Post Office (MPO), one by the mailroom and one by the appointee for identification each time mail is picked up from the post office or while working the mail. **Two** original DD Form 285's will be prepared for each **unit mail orderly** (fig #4) one to be retained by the appointee and the other one by the unit mailroom used for identification each time mail is picked up from the unit mailroom. Prepare the DD Form 285 as follows:

4.2.1. Block 1- Effective date (actual date the card is signed by the appointing official).

4.2.2. Block 2- Disregard "date revoked" and assign number of the card (e.g., 1-05).

- 4.2.3. Block 3- Last name, First name, Middle initial.  
 4.2.4. Block 4- Grade  
 4.2.5. Block 5- SSN is not required.  
 4.2.6. Block 6- Title (Unit Mail Clerk or Unit Mail Orderly)  
 4.2.7. Block 7- Organization and/or section  
 4.2.8. Block 8- Installation name

4.2.9. Block 9- Indicate the type of mail authorized to pick up. Unit mail clerks should be authorized to receive “**PERSONAL** (except accountable)” or “**PERSONAL** (all)” [If applicable] and **OFFICIAL** (all) mail. Unit mail orderlies should be authorized to receive only “**PERSONAL** (except accountable)” mail. The appointing official must also initial each section to validate the authorization.

4.2.10. Block 10- The MPO will use the All-Purpose Date Stamp to validate all DD Forms 285's for unit mail clerks. This block will be left blank for unit mail orderlies who pick up from the UMR.

4.2.11. **SIGNATURE OF APPOINTING OFFICIAL**- The unit postal officer or assistant postal officer will sign each DD Form 285. It must be the same individual that initialed the appropriate boxes.

4.2.12. **SIGNATURE OF APPOINTEE**- The unit mail clerk or orderly will sign each DD Form 285.

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE <b>041220</b>	2. DATE REVOKED <b>21-04</b>
3. NAME OF APPOINTEE (Last, First, Middle Initial) <b>Cole, Robin F.</b>			
4. NAME OR GRADE <b>PFC</b>	5. SSN <b>N/A</b>	6. TITLE OF APPOINTEE <b>Mail Clerk</b>	
7. ORGANIZATION/ACTIVITY <b>Unit/Squadron (name)</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>			
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>	10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> UPO	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Unit Post Officer</i>		SIGNATURE OF APPOINTEE <i>Robin F Cole</i>	

DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

Figure #2

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE <b>041220</b>	2. DATE REVOKED <b>21-04</b>
3. NAME OF APPOINTEE (Last, First, Middle Initial) <b>Cole, Robin F.</b>			
4. NAME OR GRADE <b>PFC</b>	5. SSN <b>N/A</b>	6. TITLE OF APPOINTEE <b>Mail Clerk</b>	
7. ORGANIZATION/ACTIVITY <b>Unit/Squadron (name)</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>			
PERSONAL (ALL) <input checked="" type="checkbox"/> UPO	OFFICIAL (Except accountable) <input type="checkbox"/>	10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (Except accountable) <input type="checkbox"/>	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> UPO	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Unit Post Officer</i>		SIGNATURE OF APPOINTEE <i>Robin F Cole</i>	

DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

Figure #3

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE <b>041220</b>	2. DATE REVOKED <b>22-04</b>
3. NAME OF APPOINTEE (Last, First, Middle Initial) <b>Jones, Jack L.</b>			
4. NAME OR GRADE <b>LCpl</b>	5. SSN <b>N/A</b>	6. TITLE OF APPOINTEE <b>Mail Orderly</b>	
7. ORGANIZATION/ACTIVITY <b>Section (Name)</b>		8. APO, MPO, OR CONUS INSTALLATION <b>Camp Pendleton CA 92055</b>	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>			
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>	10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Unit Post Officer</i>		SIGNATURE OF APPOINTEE <i>Jack L Jones</i>	

DD 285 S/N 0102-LF-002-9201 EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

Figure #4

5. **DD Form 2260 Unit Mail Clerk/Orderly Designation Log** - The DD Form 2260 (fig #5) is used to record unit mail clerk or orderly appointments. All information on the log, including the appointing official's signature, coincide with information contained on DD Form 285. When the individual is authorized to receipt for official accountable mail, an **asterisk** is placed in the left margin. The DD Form 2260 will be retained for 2 years from the last revocation date on the log and will be retained in the UMR for administrative purposes.

### DD Form 2260 (Unit Mail clerk/Orderly Designation log)

#### UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued (Yr, Mo, Day)	Date Revoked (Yr, Mo, Day)	Activity Identifier	Name of Designee (Print) Last,First, MI	Designee (Signature)	Appointing Official (Signature)	Pay Grade
*21-04	20041220		Mail Clerk	Cole, Robin F	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
22-04	20041220		Mail Orderly /Section	Jones, Jack R.	(MAIL ORDERLY SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
23-04	20041220	20041230	Mail Clerk	Sams, Rick H.	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT


DD FORM 2260 (JAN 82)

E-Form (DD Form 2260.xls) Rev 20000426

Figure #5

6. **Revocation Letter** For unit mail clerks removed from mail handling duties, the DD Form 285 will be destroyed and a **Letter of Revocation** (fig #6) will be submitted to the serving post office.

### Revocation Letter

	UNITED STATES MARINE CORPS	
	UNIT NAME	
	BOX 555---	
	CAMP PENDLETON CA 92055-5---	
		1650
		Origin Code
		30 Dec 04
<p>From: Commanding Officer or Unit Postal Officer</p> <p>To: Consolidated Post Office</p> <p>Via: Serving Post Office</p> <p>Subj: REVOKING OF UNIT MAIL CLERK</p> <p>Ref: DoD 4525.6M</p> <p>1. Per the reference, LCpl Sams, Rick H. card number 23-04. is hereby revoke as Unit Mail Clerk.</p> <p>2. POC and phone number.</p> <p>NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.</p> <p>I. M. COMMANDING</p>		

7. **Training Requirements** - Before assuming mail handling duties, all selected personnel shall be instructed in the proper performance of duties. Upon designation, unit postal officers, and unit mail clerks shall complete the annual training through the Consolidated Post Office. Training shall emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty. To ensure the unit mail orderly fully understands their duties, it is recommended that the unit postal officer implement the Mail Orderly Statement of Understanding (fig #7)

8. **Space and Equipment**- All unit mailrooms will contain enough space to accommodate a desk, chair, sorting case, bag rack, and an unencumbered area to sort mail. Only U.S. Mail, postal record and essential furniture will be in the unit mailroom. Personal effects will not be stored in the unit mailroom. Only AM/FM radios and government computers are authorized.

9. **Character of Personnel**- All personnel performing mail handling duties in other than a section of an MPO shall be designated as a “unit mail clerk” or “unit mail orderly”. These personnel shall meet the following qualifications:

9.1. Have no record of the following:

9.1.1. Conviction by court-martial.

9.1.2. Punishment under Article 15 (Title 10 U.S., Chapter 47, “The Uniform Code of Military Justice”. Reference (b)) involving a postal related incident.

9.1.3. Civil convictions other than minor traffic violations and misdemeanors.

9.2. Have no record of derogatory information or unfavorable conduct casting doubt on the individual’s trustworthiness and integrity.

9.3. Not having a psychiatric, alcoholic, or drug abuse condition based on review of personnel and medical records.

9.4. Have not been relieved of postal duties for cause.

9.5. If the unit mail clerk is required to handle **registered mail**, they must be a U.S. citizen and be eligible for a SECRET clearance (an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file).

10. **Privacy and Security of Mail**- The privacy of mail and postal records must not be violated. Unit mail clerks and orderlies will not break the seal of any mail matter nor are they to release information about mail or postal records. Request for information will be referred to the unit postal officer. Personal addresses of transferred individuals are privileged information and should not be divulged to anyone except in the course of official business. Unit mail clerks will refuse all telephone inquiries and “third party” requests for personal address.



11. **Mail Orderly Statement of Understanding-** This form is to assist the unit postal officer in guidance and training of the unit mail orderlies and to ensure they fully understand their duties.

Name \_\_\_\_\_

Card Number \_\_\_\_\_

**MAIL ORDERLY**  
**STATEMENT OF UNDERSTANDING**

**1. GENERAL INFORMATION**

a. With my appointment as an authorized agent to receipt for mail on a DD Form 285 or Letter of Authorization. I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U. S. Mail to the members of my section. Personnel appointed as a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Further, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner. I have been advised and fully understand that my failure to strictly adhere to the regulations, which govern the handling and delivery of U. S. Mail, will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under Title 18, U. S. Code.

**2. SECURITY / PROTECTION OF MAIL**

a. This DD Form 285 (Appointment of a Mail Orderly) is a carefully controlled item, and will be maintained at the unit mailroom. If there is any change to those authorized to receipt for mail on a DD Form 285, a new DD Form 285 and a new statement of understanding must be completed and submitted to the unit mailroom. If any named individuals appointed on a DD Form 285 transfer or get reassigned to another section it must be reported to the unit mailroom and a new DD Form 285 will be issued. All new DD Form 285's will supersede the form on hand at the unit mailroom. If an individual PCS's to a new command, then that DD Form 285 must be turned into the unit mailroom and the card becomes revoked and the individual can no longer pick up mail for that section.

b. All appointed personnel must handle all U.S. Mail entrusted to them in a safe and secure manner at all times. They will be held responsible for any loss or damage caused by their failure to properly handle and deliver the mail entrusted to them. Specifically, they must:

(1) Handle /transport mail in a safe and secure manner until proper delivery has been accomplished.

(2) Carefully guard all mail in their custody against loss, theft, or damage, and prevent access to the mail in their custody by unauthorized individuals. They must never leave U. S. Mail unattended.

(3) During inclement weather, they must take all necessary precautions to protect the mail from water damage, as U.S. mailbags are not waterproof.

(4) They must never transport mail in a private owned vehicle (POV), except in emergency situations with prior approval of the Consolidated Post Office, Postal Officer.

c. They must never violate the sanctity or private nature of U.S. Mail and postal records specifically, they must never;

(1) Break or allow to be broken, the seal of any mail matter.

(2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of their section.

(3) Remove stamps or other forms of postage from the mail entrusted to them for delivery.

(4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. They will refer all inquiries and requests for such information to the Consolidated Post Office Postal Officer.

d. They must report any known or suspected postal related offenses to the Unit Postal Officer immediately

**3. RECEIPT OF MAIL**

a. They must understand that they must report to the serving mailroom every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason they are unable to fulfill this daily requirement, they must ensure that another appointed individual from the section does so

b. When receiving for the mail for their section, they must carefully screen all mail received, immediately remove all mis-sent mail, accountable mail and any official mail whose delivery address includes a billet title and return it to the Mail Clerk prior to leaving the vicinity of the serving mailroom

c. At the time that they accept custody of the mail from the serving mailroom each day, they must print the current date, print their full name, and sign their payroll signature on the Unit/Mail Clerk Receipt Log in a neat and legible manner, to officially certify that they have received the mail for their section and that they are responsible for its safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for their section at the designated time, they will note this fact on the Unit/Mail Clerk Receipt Log and sign /date the entry.

e. To assist in the timely and efficient delivery/forwarding of mail, they must make every effort to know every member of their section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc.). They may use up-to-date rosters, morning reports and other official source documents to accomplish this.

#### 4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. DD Form 285 authorizes them to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of their section. They must understand that they are not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may inadvertently receive from the mailroom must be **immediately** returned.

b. They must **personally deliver** all non-accountable personal mail that they receive from the serving mailroom, **directly to the individual** it is addressed to on the **same day** they receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his or her behalf. Proper delivery occurs when custody of a piece of U.S. mail is directly passed from the hand of the appointed individual to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

c. They must **personally deliver** all PS Forms 3849 (Notice of Personal Accountable Mail) **directly to the addressee** as early as possible on the date they receive them. PS Form 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Form 3849's that cannot be properly delivered as described above, are considered "undeliverable." As a authorized agent, they are **not authorized** to retain undeliverable personal mail overnight; therefore, all personal mail and PS Form 3849's which cannot be personally delivered to the addressee, **must** be returned to the serving mailroom for overnight storage or forwarding as appropriate, **on the same day** they receive them. When returning undeliverable personal mail and PS Form 3849's to the serving mailroom, they must provide the mailroom with written documentation (i.e., post-it note or other documentation) indicating the reason for non-delivery. They **must** never deface any piece of mail by writing directly onto it for any reason.

e. When delivering mail to the addressee, they must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

5. **HANDLING AND DELIVERY OF OFFICIAL MAIL.** They must further understand that they are **NOT AUTHORIZED** to receipt for, handle, or deliver any form of official accountable (registered, express, numbered insured, or certified) mail. Official mail, which is addressed, to an individual by billet/duty title (i.e., Legal Officer, Adjutant, Supply Chief, First Sergeant, Training NCO, etc.) may be delivered along with the sections mail. Any official mail that they **cannot deliver** on the date of receipt **must be returned** to the serving mailroom **immediately**, on the same day. The mail **may not be held over night** by the mail orderly.

6. **CERTIFICATION.** By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Section OIC/SNCOIC or Supervisor with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as an authorized mail orderly for this section.

\_\_\_\_\_  
Unit Postal Officer  
Printed Rank/Name

\_\_\_\_\_  
Mail Orderly's  
Printed Rank/Name

\_\_\_\_\_  
Unit Postal Officers  
Signature & Date

\_\_\_\_\_  
Mail Orderly's  
Signature & Date

Figure #7

**12. Unit Mail Room Inspections-** The unit postal officer will conduct weekly inspections using the current edition of AIRS Checklist, functional area: Postal Affairs.(modified for Camp Pendleton) (fig #8) Inspections will be random to avoid establishing a trend.

**AIRS CHECKLIST**  
UNIT MAILROOM

UNIT: \_\_\_\_\_

DATE: \_\_\_\_\_

**100 00** FUNCTIONAL AREA CODE: 100 DESCRIPTION: POSTAL AFFAIRS

**100 01** SUB CATEGORY CODE: 01 DESCRIPTION: UNIT MAILROOM

YES NO

**100 01 001** Did the Commanding Officer appoint an E-6 or above or civilian (GS-6 or above) in writing as the Unit Postal Officer and an E-6 or above or civilian (GS-6 or above) as the Assistant Postal Officer?  
(DOD 4525.6M PAR C 1.1.6.8.1) (MCO P5110.6B, PAR 1001, 1003, 2200)

\_\_\_\_

**100 01 002** Did the Commanding Officer designate in writing personnel authorized to receipt for and open all official mail to include accountable mail?  
(MCO P5110.6B, PAR 4002.1 & 4002.3A)

\_\_\_\_

**100 01 003** Are weekly unannounced inspections being conducted by the Unit Postal Officer?  
(DOD 4525.6M, PAR C 1.1.6.9.9/PAR C 15.8)(MCO P5110.6B, PAR 2104)

\_\_\_\_

**100 01 004** Is the unit mailroom (UMR) being maintained in an orderly condition and adequate space and equipment been provided?  
(DOD 4525.6M, PAR C 1.1.6.10)

\_\_\_\_

**100 01 005** Is a correctly formatted sample mailing address displayed on or near unit mailroom door?  
(DOD 4525.6M, PAR C 15.10.5)

\_\_\_\_

**100 01 006** Is DD Form 1115 (MAILROOM-NO ADMITTANCE) completed and displayed at the entrance to the UMR?  
(DOD 4525.6M, PAR C 1.1.6.9.10) (MCO P5110.6B, PAR 2101)

\_\_\_\_

**100 01 007** Are only authorized personnel allowed in the UMR?  
(DOD 4525.6M, PAR C 15.10.5)(MCO P5110.6B, PAR 3001)

\_\_\_\_

**100 01 008** Are sufficient qualified mail clerks and orderlies been appointed utilizing DD Form 285 and DD Form 2260?  
(DOD 4525.6M, PAR C 15.4.1)(MCO P5110.6B, PAR 2200, 2201)

\_\_\_\_

**100 01 009** Are mail clerks and orderlies given enough time to perform mail handling duties efficiently?  
(MCO P5110.6B, PAR 1003)

\_\_\_\_

**100 01 010** Are properly completed copies of DD Form 285 and DD Form 2260 on file at the UMR?  
(DOD 4525.6M, PAR C 15.6)(MCO P5110.6B, PAR 2201)

\_\_\_\_

**100 01 011** Does the UMR have all references on hand, to include a unit mail handling order?  
MCO P5110.6B, PAR 2100)

\_\_\_\_

\_\_\_\_ DOD 4525.6M  
\_\_\_\_ MARFORPACO P5112.1C  
\_\_\_\_ MCO 5110.5D  
\_\_\_\_ MCO 5110.6B  
\_\_\_\_ BO 5110.1A w/Ch  
\_\_\_\_ BnO 5112.1x

Postal Manual dated 15 Aug 2002  
SOP for Postal Affairs dated 12 Jun 1990  
USMC Mail Address Listing dated 13 Sep 1999  
SOP for Unit Mailrooms dated 16 May 2002  
Base Order for the Postal Affairs dated 6 Jul 1984  
Unit Mail Handling Order

	YES	NO
<b>100 01 012</b> Does the Unit Mail Handling Order contain, at minimum, the following? (MCO P5110.6B, PAR 2100) ____ Corrected and complete mailing address for unit personnel ____ Location and hours of operation of the UMR and serving Post Office (if applicable) ____ Location and collection hours for outgoing mail receptacles ____ Mail call hours and mail distribution procedures ____ Instructions for using OPNAV 5110/5 (Change of address cards) ____ Information about security of mail and postal effects ____ Procedures to establish and classified material screening point ____ Procedures for handling mail for personnel temporarily absent ____ Delivery of mail during field exercises and unit deployments ____ Instructions relative to custom regulations ____ Procedures for known or suspected postal offenses	____	____
<b>100 01 013</b> Does the UMR provide adequate security? (DOD 4525.6M, PAR C 15.10.4.1-4)(MCO P5110.6B, PAR 3000) ____ The doors have suitable locks, inside mounted hinges and locking mechanism? ____ Windows easily accessible from outside are barred or meshed? ____ Wall and ceilings are constructed of such material as to prevent forcible entry?	____	____
<b>100 01 014</b> Are duplicate keys and/or combinations properly retained secured and a key log maintained? (MCO P5110.6B, PAR 3002)	____	____
<b>100 01 015</b> Is mail transported in an authorized closed-body vehicle with proper protection given to the mail? (MCO P5110.6B, PAR 3003)	____	____
<b>100 01 016</b> Is mail being delivered to the addressee or authorized agent only? (MCO P5110.6B, PAR 4002)	____	____
<b>100 01 017</b> Is accountable mail being delivered to an authorized agent? (DOD 4525.6M PAR C 1.1.6.9.15)(MCO P5110.6B, PAR 4002)	____	____
<b>100 01 018</b> Upon receipt, is all incoming mail back-stamped daily to show date of receipt? (MCO P5110.6B, PAR 1003)	____	____
<b>100 01 019</b> Is PS Form 3883 properly completed and maintained, to include daily verification by the Unit Postal Officer? (MCO P5110.6B, PAR 4002)	____	____
<b>100 01 020</b> Is accountable mail protected by an unbroken chain of receipts? (DOD 4525.6M, CHAP 3, PAR C 3.2.7) (MCO P5110.6B, PAR 4002)	____	____
<b>100 01 021</b> Is all undeliverable official accountable mail returned to the serving post office daily? (MCO P5110.6B, PAR 4002.3F)	____	____
<b>100 01 022</b> Is the UMR provided a copy of each morning report or other documentation that will ensure timely maintenance of the Directory File system? (MCO P5110.6B, PAR 6004)	____	____
<b>100 01 023</b> Are the Directory File Cards (DFC)(NAVMC 10572) being properly completed, filed and maintained for the required period? (MCO P5110.6B, PAR 6002)	____	____
<b>100 01 024</b> Are personnel attached to command required to check in and out with the UMR? (MCO P5110.6B, PAR 6001)	____	____
<b>100 01 025</b> Are Change of Address Cards (CAC)(OPNAV 5110/5) properly utilized by incoming and outgoing personnel? (MCO P5110.6B, 6001)	____	____

	YES	NO
<b>100 01 026</b> Are mail clerks and orderlies properly trained and do they understand all orders and directives applicable to the operation of the UMR? (DOD 4525.6M, PAR C 15.5)(MCO P5110.6B, PAR 1003)	_____	_____
_____ Handling of articles received in damaged condition?		
_____ Procedures for delivering and forwarding mail addressed to the Commanding Officer?		
_____ Procedures for mail of individuals due to arrive (EDA)?		
_____ Procedures for casualty mail?		
_____ Procedures for unauthorized absence (UA), deserter or confined personnel?		
_____ Procedures for known or suspected postal offenses?		
_____ Procedure for unit deployments?		
<b>100 01 027</b> Are mail clerks properly processing all mail to include the following: (DOD 4525.6M, PAR C 15.5)(MCO P5110.6B, PAR 1003)	_____	_____
_____ Mail for personnel due to arrive		
_____ Mail for personnel on leave and TAD status		
_____ Mail for UA, deserter and confined personnel		
_____ Directorized mail		
<b>100 01 028</b> Is the mail clerk aware of the privileged nature of mail and postal records? (DOD 4525.6M, PAR C 15.10.8)	_____	_____
<b>100 01 029</b> Is the mail clerk personal mail handled properly? (DOD 4525.6M, PAR C 3.2.3.7)(MCO P5110.6B, PAR 4001.5)	_____	_____
<b>100 01 030</b> Are orderlies picking up mail daily and is undeliverable mail returned promptly to the UMR? (MCO P5110.6B, PAR 1003)	_____	_____
<b>100 01 031</b> Have all discrepancies noted on the last inspection been corrected?	_____	_____
I CERTIFY THAT ALL MAIL FOR THIS COMMAND HAS BEEN PRESENTED FOR EXAMINATION AND NONE HAS BEEN CONCEALED AT TIME OF INSPECTION.		
UNIT MAIL CLERK _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Rank    Name</span> <span>Signature</span> </div>		
UNIT MAIL CLERK _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Rank    Name</span> <span>Signature</span> </div>		
UNIT POSTAL OFFICER _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Rank    Name</span> <span>Signature</span> </div>		

Figure #8

13. **Security**- The following requirements and standards are applicable to all UMR's.

13.1. Unit mail clerks and unit mail orderlies will safeguard mail in their possession at all times and will be held liable for failure to handle mail properly. The UMR will be locked when the mail clerk is not present.

13.2. The following are minimum structural requirements for the UMR's located in a permanent structure:

13.2.1. Mount all locks and door hinged inside or in such a manner that prevents easy removal.

13.2.2. Bar or covered with heavy wire mesh, all windows easily accessible from the outside.

13.2.3. Construct walls and ceiling to prevent forcible entry.

13.3. Only authorized personnel are allowed to enter the UMR, to include, commanding officer, executive officer, postal officer, asst. postal officer, postal inspectors, and supervised working parties. The unit mail clerk must verify identification and authorization prior to allowing entry into the UMR and must remain there until all authorized personnel conclude their business and depart.

13.4. Keys and combination will be maintained as follows:

13.4.1. Postal officers will determine which mail clerk will be issued the key or combination to the UMR. **A key log will be utilized to issue the mailroom key to the clerk.**

13.4.2. The mail clerk authorized a mailroom key will process only one key and safeguard it at all times.

13.4.3. The duplicate key or combination will be sealed in a PS Form 3977 (Duplicate Key Envelope), (fig #9) or plain envelope, (fig #10) and controlled by the postal officer or a representative designated by the commanding officer. The unit mail clerk holding the original key and the postal officer will both sign across the back flap of the envelope and endorse the front of the envelope to show its contents and date sealed. A new envelope will be prepared whenever the duplicate key or combination is used.

PS Form 3977 (Duplicate Key Envelope) Front

EMPLOYEE (Print Last Name, First Name and Middle Initial)			
OPERATING UNIT			
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.
CASH DRAWER			
STAMP CABINET			
SAFE COMPARTMENT			
ENVELOPE DRAWER			
DESIGNATED WITNESS (Print)			
1.			
2.			
INSTRUCTIONS: After enclosing the duplicate keys, the employee to whom assigned and the witness to the sealing of the envelope by the employee shall sign across both flaps on the back of the envelope. A distinct and legible postmark should be affixed across both envelope flaps. Envelope containing duplicate keys shall be assigned to the appropriate supervisor, who will be held personally responsible for their protection.			
If necessary to temporarily withdraw keys for use by the employee to whom assigned this envelope shall be opened by the employee in the presence of a witness, endorsed by both, dated and preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared.			
If necessary to have access to a receptacle assigned to an employee absent from duty, the supervisor responsible for the duplicate key will withdraw the keys from this envelope in the presence of one of the designated witness, and each will endorse this envelope to show date and reason for withdrawing the keys. An inventory of the credit thus made accessible shall be made and certified by the supervisor, or other designated employee, and the witness and maintained by the supervisor together with the opened envelope. (See Section 378, Handbook F-1).			

Figure #9

Regular Duplicate Key envelope

Unit Mail Clerk	Unit Post Officer
Date	

Figure #10

13.5. The following applies to the transportation of mail:

13.5.1. Unit Postal Officers are responsible for providing transportation via military vehicles for the unit mail.

13.5.2. Commands will transport all mail to and from service areas in a closed body military vehicle equipped with lockable doors. If such a vehicle is unavailable, mail clerks or orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail. If emergency situation occurs, the unit commander must request for the exception to policy from the Consolidated Post Office Postal Officer. This will be approved on a temporary basis only.

13.5.3. USPS mailbags and equipment will only be used to transport mail excluding oversize pieces. Mailbags and equipment will be returned to the serving post office when not needed to accomplish the mission of the UMR. USPS mailbags and equipment will not be utilized for any other purposes except transporting mail.

13.5.4. Do not use privately owned vehicle (POV's) to transport mail.

13.5.5. Mail can be hand carried by the unit mail clerk to and from serving post office.

**14. Reasons for Not Using a Privately Owned Vehicle (POV) to Transport Mail-**

14.1. Privately Owned Vehicles may not be used to transport mail. If an emergency situation occurs requiring a Privately Owned Vehicle to be used on a temporary basis, its use shall be requested by the Unit Commander and approved by the Consolidated Post Office Postal Officer.”

14.2. The Marine Corps controls our government vehicles; we do not control an individual's POV. Mail may accidentally fall between seats or slip under some other item in the vehicle and because we do not control the vehicle, the mail may remain there for a long period before it is discovered.

14.3. Over the years the following problems have occasionally occurred when POV's were used to transport mail:

14.3.1. Unit mail clerks have gone UA and a bag of mail was discovered in their vehicles thereby compounding the individual's legal problems.

14.3.2. Unit mail clerks using POV's have made additional stops (i.e., MCX and Burger King) while they are transporting mail and did not properly secure the vehicle during their absence from the vehicle.

14.3.3. Unit mail clerks have allowed unauthorized personnel to ride in their POV's while transporting mail is a violation of DoD and USPS regulations.

14.3.4. Unit mail clerks have gotten into accidents while transporting mail in POV's.

14.4. The following solutions should be examined before considering using POV to transport mail:

14.4.1. Proper planning; daily mail pickup is probably a 10-15 minute exercise. Proper planning will ensure a government vehicle is available for this short period.

14.4.2. Consolidate mail runs with other unit mail clerks within the area; all mailrooms should maintain the phone numbers of other unit mail clerks in their area in the event they can't obtain a GOV.

14.4.3. The unit S-4 sections can arrange temporary rides; the S-4 should be contacted and arrangements made to provide the unit mail clerks with a ride to and from the post office when the unit mail clerk is not able to obtain a vehicle through normal channels.

14.4.4. Mail can be hand carried by the unit mail clerk to and from serving post office.

15. **Mail Call Hours-** Section mail orderlies shall pick up mail daily at times specified in the unit's mail handling order.

15.1. Mail Call hours will be posted on the Mail Room door, using DD Form 1115 (Mail Room- No Admittance). (fig #11)

<b>MAIL ROOM</b>		
<b>NO ADMITTANCE</b>		
<b>EXCEPT TO AUTHORIZED PERSONNEL</b>		
<b>MAIL CALL</b>		
<b>DAILY</b>	<b>SATURDAY</b>	<b>SUNDAY &amp; HOLIDAYS</b>
<b>MAIL CALL 1300 TO 1500 CHECK IN/OUT 0900 TO 1130</b>	<b>CLOSED</b>	<b>CLOSED</b>
<b>THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS</b>		
<small>DD Form 1115</small>		
<small>E-Form (DD Form 1115) Rev 05/19/00</small>		

Figure #11

15.2. A sample of the command's correctly formatted official and personal mailing address will be displayed on or near the entrance of the unit mailroom.

**OFFICIAL ADDRESS**

1<sup>st</sup> Line: COMMANDING OFFICER  
2<sup>nd</sup> Line: ATTN: (CO/PLT/SECTION)  
3<sup>rd</sup> Line: HQSPT BN MCB  
4<sup>th</sup> Line: BOX 555031  
5<sup>th</sup> Line: CAMP PENDLETON CA 92055-5031

**PERSONEL ADDRESS**

PVT CAROL SMITH  
HQSPT BN MCB (CO/PLT/SECTION)  
BOX 555031  
CAMP PENDLETON CA 92055-5031



## 16. Delivery of Mail-

16.1. Mail will be delivered only to addressee, or authorized agents.

16.2. Mail will not be delayed, intercepted, opened, rifled, or left unattended in an un-secure area.

16.3. Unit mail clerk will deliver all mail (personal and non-accountable official mail) on a mail orderly receipt log. Mail orderly receipt logs are maintained on file for 6 months. Figure #12 is an example of a mail orderly receipt log.

### Unit Mail Orderly Pick-Up Log

ONLY <u>AUTHORIZED MAIL ORDERLIES</u> CAN SIGN FOR MAIL!				DATE
SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail				
A Co.				
B Co.				
C Co.				
D Co.				
H & S Supply				
H & S MT				
H & S MAINT				
H & S HQ				
H & S COMM				

**Destruction Date** \_\_\_\_\_ (6 months from last delivery date)

**If sections do not pick up mail daily the reason must be annotated in the name block every time.**

**NO PICKUP** = Section failed to pick up their mail and no reason was given.

**NO MAIL RECEIVED** = Section didn't receive any mail

**IN THE FIELD** = Section is in the field, couldn't pick up the mail.

**SECURED EARLY & (REASON)** = Section secured early and reason was verified by the postal officer

Figure #12

17. **Damaged Mail-** Do not sign for mail damaged mail from postal clerk unless it has been repaired. If damaged articles are received in the closed bags, the unit mail clerk will repair the package and endorse it "Received in Damaged Condition", indicate the date of receipt, and the identity of the unit repairing the package and indicate their DD Form 285 card number.

18. **Date of Receipt-** Unit mail clerks will back stamp all mail upon receipt in the UMR to show date of receipt.

19. **Official Mail** –Official mail is any letter, publication, or parcel relating exclusively to the business of the U. S. Government.

19.1. Any mail addressed to the Commanding Officer is delivered as official mail. Official mail will be delivered to personnel designate in writing, or to the addressee. Commanding Officer will designate in writing personnel authorized to receipt for and open official to include official accountable mail. The authorization letter (fig #13) must be signed by the **current Commanding Officer**, and contain a sample signature of the individual authorized. A single letter may authorize more than one individual; however, any change to the authorization will require a cancellation of the previous letter and publishing of a new letter. Authorization letters will be maintained for a period of 2 years after cancellation in the mailroom files


	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---		1650 Origin Code 30 Dec 04
From: Commanding Officer, _____ To: Personnel authorized to receipt official mail to include official accountable mail Subj: PERSONNEL AUTHORIZED TO RECEIPT OFFICIAL MAIL			
1. You are authorized to receipt and <b>open</b> all official mail to include official accountable mail addressed to the Commanding Officer (name of organization).			
<u>NAME</u>		<u>SIGNATURES</u>	
_____		_____	
_____		_____	
2. You are authorized to receipt and all official mail to include official accountable mail addressed to the Commanding Officer (name of organization).			
_____		_____	
_____		_____	
NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.			
I. M. COMMANDING			
Signed copy to: Unit Mail Clerk			

Figure #13

19.2. Mail addressed to “Commander of” an individual shall be delivered as official mail to the commander or personnel authorized in writing by the commanding officer. This mail will **not** be returned to the serving post office as No Record.

20. **Due to Report-** Mail addressed to individuals due to arrive shall be handled as follows:

20.1. If the member is due to arrive, hold mail 15 days past the estimated date of arrival (EDA). If mail is unclaimed at that time but additional information indicates that the member is still due to report (i.e. sender has same last name, updated inbound rosters, etc.) hold that mail an additional 15 days for a total of 30 days past the EDA.

20.2. If mail is still unclaimed at the end of the 30 day hold period, endorse the article "No Record" and return to the servicing post office.

21. **Casualty Mail-** Under **NO** circumstances will mail for casualties be returned to sender or forwarded to next of kin (NOK) until absolute verification is received that the NOK have been notified.(Per **MCO P3040.4F** par 8205, 8304 dated 27 Feb 2003) This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification to NOK. Once the NOK has been notified, mail will be processed per the NOK's wishes. In no case will UMR personnel write any message on the envelope to indicate that the individual is a casualty. Unit mail clerks will affix a copy of the Mail Disposition Form (fig #14 & 15) to mail in question each time it is returned to servicing MPO for disposition. The unit mail clerk and unit postal officer must sign the mail disposition form.

#### Front of Mail Disposition Form

MAIL DISPOSITION FORM			
(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SOCIAL SECURITY NUMBER	(4) SECTION
<input type="checkbox"/> (5) TAD (Temporary Additional Duty) <input type="checkbox"/> (6) UA (Unauthorized Absence) <input type="checkbox"/> (7) DESERTER (Must be run on the Diary) <input type="checkbox"/> (8) IHCA (In Hands of Civilian Authority) <input type="checkbox"/> (9) DECEASED <input type="checkbox"/> (10) HOSPITAL <input type="checkbox"/> (11) LEAVE	Unit Diary #	DATE	<b>(13) HOLD MAIL</b> PERIODS COVERED FROM: <input type="text"/> TO: <input type="text"/>  (14) DATE <input type="text"/>
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
(12) SPECIAL INSTRUCTIONS: <input type="text"/> <input type="text"/>			(17) POSTAL OFFICER SIGNATURE: (Only required until a Diary Number is obtained)
(15) INDIVIDUAL'S SIGNATURE (TAD OR LEAVE ONLY)	(16) MAILCLERK'S SIGNATURE		

Figure #14

## Back of Mail Disposition Form

Block 5: TAD in excess (30 days or more) will be forwarded until 2 weeks prior to the designated return date, unless otherwise requested. TAD (less than 30 days) will be held in the mailroom, unless forwarding has been specifically requested by the individual or TAD location is geographically located where forwarding of mail will arrive within reasonable time to addressee. TAD orders (recruiters assistance, house hunting) will be attached. Mail clerk and Postal Officer signature required.

Block 6: Unauthorized absence (UA) must have unit diary (UD) number, mail clerk and Postal Officer signature verifying the information is correct along with date UA began.

Block 7: A new mail disposition form will be prepared with UD number and date the individual was declared a deserter. Mail clerk and Postal Officer signatures required. Return mail to your serving post office with properly prepared Disposition Form.

Block 8: Mail for personnel in hands of civilian authority (IHCA) will be handled per chapter 4, paragraph 4003.2 of MCO 5110.6 A (Standing Operating Procedures for Unit Mailrooms) if it is determined that confinement will be of such duration that mail will reach the addressee prior to release. If mail is not expected to reach the individual before release, enter the UD number and postal officer signature.

Block 9: Mail for deceased personnel will be handled per chapter 4, paragraph 4004.1 of MCO 5110.6A (Standing Operating Procedures for Unit Mailrooms). Enter the UD number, mail clerk and postal officer signatures.

Block 10: Mail for personnel hospitalized at Camp Pendleton will be handled per BO 5110.1A (Standing Operating Procedures for Mail Handling and Postal Affairs).

Block 11: Follow the instructions printed on the upper left corner of the envelope. Mail clerk and Postal Officer signature are required. Return mail to the serving post office with properly prepared Disposition Form.

Block 12: State any special circumstances in this block.

Block 13: Enter the "TO:" and "FROM" dates in which the mail will be held. Mail clerk and Postal Officer signatures required.

Figure #15

22. **Deserter Mail-** Mail for personnel in UA status will be held in the UMR until the 30th day. On the 31st day, the member will be run as a deserter. At that time the unit mail clerk will bring that mail to the serving post office. A properly completed disposition form with all information to include date of entry, unit mail clerk's signature, and the postal officer's signature will be attached with the mail. **Note:** If the unit mail clerk receives one or more pieces of mail a day for the same individual, the unit mail clerk needs to complete only one disposition form each day.

23. **Undeliverable Mail-** Unit mail orderlies will return all undeliverable mail to the UMR the same day of receipt with supporting documentation stating why it could not be delivered (i.e. "Post It" stick-on). Under no circumstances will orderlies write directly on the mail.

24. **Leave /TAD Mail-** When Marines are temporarily absent from their unit, mail will be handled as follows:

24.1. Mail for personnel on leave or TAD for 30 days or less will be held in the mailroom, unless forwarding has been specifically requested by the individual or TAD locations are within geographic confines of the parent installation. The mailroom should have documentation showing leave or TAD dates for all mail being held, if unavailable; use a Mail Disposition Form until documents are obtained.

24.2. Mail for personnel TAD for greater than 30 days will be forwarded until 3 days prior to the designated return date if within the geographic confines of the parent installation. If TAD location is outside the geographical area forward until the cut off date determined by normal transit times for mail delivery to that area (transit times are established by the Consolidated Post Office Operations Section). This allows the individual to receive all forwarded mail prior to returning.

24.3. Mail for TAD personnel is forwarded only where there is certainty of delivery.

25. **Confined Personnel**- Mail for confined personnel will be processed as follows:

25.1. Camp Pendleton Correctional Facility- When forwarding to confined personnel, unit mail clerks are prohibited from using forwarding addresses that bear indication of correctional facilities (i.e. Brig). Unit mail clerks will use Box 555226 Camp Pendleton CA 92055-5226 for all mail being forwarded to personnel in the correctional facility to include EDA.

25.2. In Hands of Civilian Authorities (IHCA)- Prior to forwarding mail verify that the individual is still confined at the facility. When sufficient time exists to effect delivery, place all mail for personnel confined by civilian authorities into an official mail envelope address to the person in charge of the facility. Enclose a letter (fig #16) of explanation from the command that includes instructions to return the mail to the Marine's unit if undeliverable. Enclose a Business Reply envelope addressed back to the Marines unit.

**Letter to accompany IHCA mail:**


	UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---	1650 Origin Code 30 Dec 04
	<p>From: Commanding Officer, _____ To: Warden of the Facility</p> <p>Subj: MAIL FOR PRIVATE JOE A. MARINE</p> <p>1. Our records indicate the subject named Marine (SNM) is confined at your facility. Please deliver the enclosed mail to him/her. If SNM has been released please return to this command by placing the mail in the envelope provided and then drop it into any USPS mailbox. If SNM has been transferred please annotate the new address on each individual piece of mail and drop in any USPS mailbox. In addition notify the command via letter of the SNM new address.</p> <p>2. The point of contact for this matter is (Postal Officer Name and phone number).</p> <p>I. M. COMMANDING</p>	

Figure #16

26. **Morning Report-** The command will provide a daily copy of the morning report (fig #17) to the unit mailroom. The morning report will be reviewed for information pertaining to the UMR. Directory file cards will be annotated to reflect all pertinent information. Unit mail clerks will ensure the information pertaining to leave, TAD, hospitalization, UA, IHCA, and confinement on the morning report is documented on the DCF. Unit mail clerk will initial each morning report entry to indicate the report has been worked. The morning reports are maintained in the UMR for a period of 6 months. The unit mail clerk will annotate on the front of each report the date received, date worked, and the signature of the unit mail clerk working the report.

	Rank	Name	Unit	Category	Duty Status	Duty Status Start	Duty Status End	Location	
<input type="checkbox"/>	LCPL	ACOSTA JR, MARIO	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	LCPL	ALLEN, CHADRIK L.	33060-A-MPOS	TAD	TAD (31 days or more)	01 Dec 2005	07 Jan 2006		<a href="#">Detail</a>
<input type="checkbox"/>	SSGT	BANKS, JOSEPH H.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	PVT	BRITTAIN, JAY L.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	LCPL	CAVADA, MARIA J.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	CPL	CHAPMAN, DAMAINO D.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	LCPL	CONLEYTHOMAS, CORNEL D.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	CWO3	DARLING JR, DONALD J.	33060-A-MPOS	Leave	Leave (Annual)	14 Dec 2005	17 Dec 2005		<a href="#">Detail</a>
<input type="checkbox"/>	SGT	ESKRIDGE, CHRISTOPHE K.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	LCPL	FEINSTEIN, MITCHELL A.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	CPL	FOOTMAN, JONATHAN S.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	SSGT	FRANKLIN JR, CARLTON R.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	CWO2	GADDIS, MARY F.	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	LCPL	GAITAN, DANYELL E.	33060-A-MPOS	On Hand	Medical (Limited Duty)	20 Apr 2005	16 Dec 2005		<a href="#">Detail</a>
<input type="checkbox"/>	CPL	GARCIA, LEONARDO	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>
<input type="checkbox"/>	CPL	GARCIA, LINDSEY	33060-A-MPOS	On Hand	Present for Duty				<a href="#">Detail</a>

Figure #17

27. **Directory Service-** An accurate and timely directory service is an important mail handling responsibility. Transferred personnel should receive their mail as soon as possible. Personnel are responsible for providing current directory file information when checking in and out of the unit mailroom and updating mailing address in Marine On Line (MOL). All personnel being transferred are required to check in and out through their UMR. Failure to do so may result in a delay or non-receipt of personal mail

#### 27.1. Types and Class of Mail.

##### 27.1.1. Accountable Mail

27.1.1.1. **Express Mail-** The fastest mail service offered by the Postal Service. It Provides guaranteed expedited service for any mailable matter.

27.1.1.2. **Certified Mail-** A mailing receipt that can verify date and time of delivery online. ([www.usps.com](http://www.usps.com))

27.1.1.3. Insured Mail- Mailing valuable merchandise through the mail, with protection loss, damage or theft. Insurance can be added to cover your mailing up to \$5,000. Include Proof of Mailing.

27.1.1.4. Registered Mail- Mailing highly valuable items, worth up to \$25,000. This provides the maximum security, and online access to delivery information. Includes Proof of Mailing.

27.1.1.5. Delivery Confirmation- To verify the package was delivered or get information on delivery attempts, forwardings, or returns. Information is available online or via toll free number.

27.1.1.6. Restricted Delivery- To ensure the package lands in the right hands, choose Restricted Delivery. Only the individuals specified are authorized to sign for it.

27.1.1.7. Return Receipt- If evidence is required that the package was delivered. With this service, a postcard will be returned to sender, signed by the person received the package.

27.1.1.8. Return Receipt for Merchandise- To cover both ways, with both a mailing receipt at the time of sending, and a signed, dated return receipt after delivery.

27.1.1.9. Signature Confirmation- To receive written proof by asking USPS to request a signature from the person that received your mail or shipment. The proof of delivery letter with the signature of the recipient faxed or mailed to you upon request.

27.1.2. **First Class Mail**- (including Priority Mail) Anythingailable: bills, invoices, personal correspondence and merchandise.

27.1.3. **Periodical**- Newsletters, magazines.

27.1.4. **Standard Mail**- Advertisements, circulars, newsletters, magazines, small parcels, merchandise. Must weigh less than 16 ounces.

27.1.5. **Package Services**- Merchandise, catalogs, printed material, computer media.

27.2. Bouncing Mail- Mail that went to a good address on base, then was readdressed to a second unit on base, the second unit says that there is no record of the individual. When this happens the following procedures must be followed:

27.2.1. **Step 1**:The mail clerk of the second unit must verify with his unit's morning report to see if the individual has joined the unit. If the individual is with the unit, the unit mail clerk will correct the mistake in the directory file cards.

27.2.2. **Step 2**: If the individual has not joined the unit, the unit mail clerk will check the morning report of the original unit to verify if the individual has detached. If the individual has not detached, the mail will be returned to the serving post office with a note attached saying what was found out. The NCOIC will then contact the other unit mail clerks or serving post office for correction.

27.2.3. **Step 3**- If the individual has detached, further inquiry is necessary to see when and where the individual has been assigned.

### 27.3. Military Automated Postal System (MAPS) and Personnel Automated Locator System (PALS)

27.3.1. For units that have computers and Internet capabilities the Marine Corps/Manpower (postal) has a “MAPS” web based site (fig #18) to provide assistance to the unit mail clerks in processing the rework mail in the unit mailroom. The **MAPS/PALS** page address is <https://mitweb.manpower.usmc.mil/postalaffairs/Home.jsp>

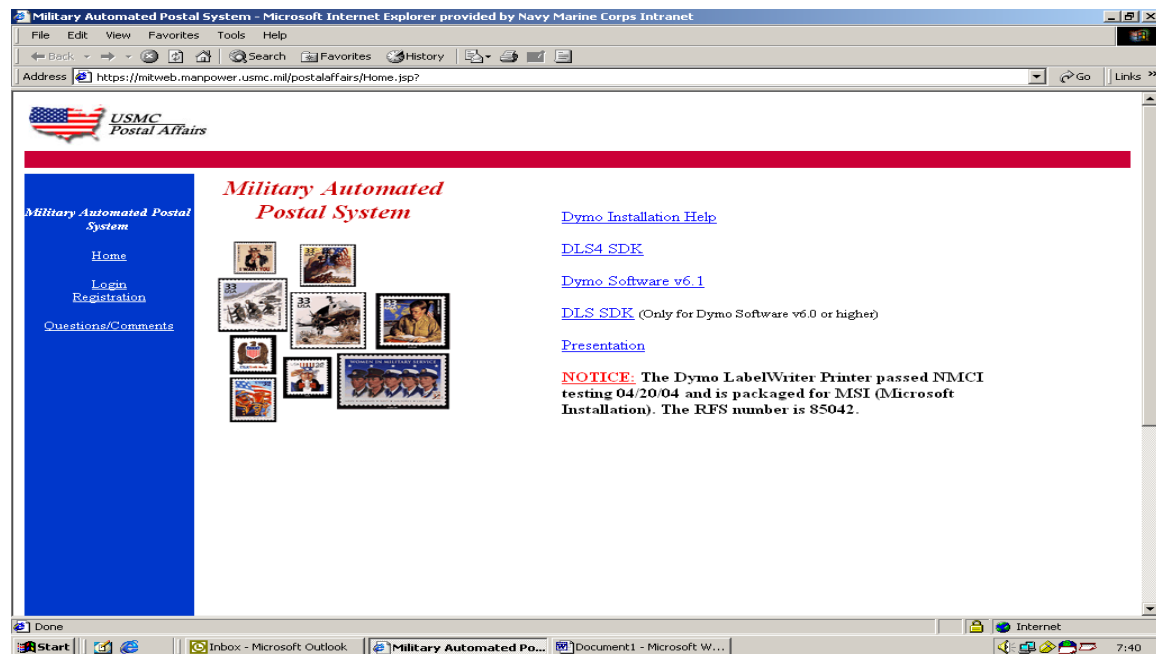


Figure #18

27.3.2. To start using PALS you will have to navigate to the menu page by selecting Menu. From here you will have to select PALS.

27.3.3. Click on Registration to create a new account

27.3.4. Click on New Registration (Camp Pendleton)

27.3.5. Notify approving authority through e-mail that you have registered. [MCBCAMPENPOSTAL@USMC.MIL](mailto:MCBCAMPENPOSTAL@USMC.MIL) When approval has been granted, you may begin using the system.

27.3.6. Here you have four types of searches

27.3.6.1. The **first** is by name; you can search by last name.

27.3.6.1.1. There is a default wild card for Last Name and First Name. Smith will return Smith II or Smith Jr. For First Name a J will return all First Names beginning with J.

27.3.6.2. The **second** is by Current RUC/MCC. This is the current listing of all the Marines at that current RUC/MCC for your unit you are searching.

27.3.6.3. The **third** is by Former RUC/MCC. This is a listing of all the Marines that have PCS'ed from the RUC/MCC you are searching



27.3.6.4. **Last** is Search by SSN.

27.4. **DYMO Label printer** To print labels. (DYMO Label printer and labels are provided by the Consolidated Post Office.) Click the box to put a check mark in it. Change the number 24 print more than one label. Click Print DYMO Labels to print the labels you selected on your printer. You may select more than one name to print.

## 27.5. Change of Address cards (CAC) (OPNAV 5110/5)

27.5.1. The unit mail clerk will provide the individual checking **into** a unit with two Change of Address cards (CAC) (OPNAV 5110/5) to complete. Send one to the individual's **OLD COMMAND** (fig #19) and one to the Postal Directory Camp Pendleton.

<b>NOTICE CHANGE OF ADDRESS</b> OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			<b>DATE:</b> <b>20021115</b>		
NAME (Last, first, middle) <b>Marine, John J.</b>		RANK/RATE <b>Sgt</b>		SOCIAL SECURITY NUMBER <b>123 45 6789</b>	
PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co					
NEW ADDRESS (Consult <b>SNDL</b> for address) <b>SECURITY BN MCB</b> <b>BOX 555051</b> <b>CAMP PENDLETON CA 92055-5051</b>			OLD ADDRESS (Attach mailing label for publisher) <b>HQSPT BN MCB</b> <b>PSC BOX 20087</b> <b>CAMP LEJEUNE NC 28542-0087</b>		
ESTIMATED REPORTING DATE			DEPENDENT'S NAME (If applicable)		
SIGNATURE <i>John J. Marine</i>			<b>N/A</b>		
FORWARD SECOND CLASS MATTER FOR 60 DAYS			THIS SPACE FOR POSTAL CLERK		
ITEM	YES	NO			
MAGAZINES	<b>X</b>				
NEWSPAPERS	<b>X</b>				

Figure #19

27.5.2. The unit mail clerk will provide the individual checking **out** of a unit with one CAC to complete and return. The unit mail clerk will send the CAC to the mailroom (if known) of the individual's **NEW COMMAND** (fig #20).

<b>NOTICE CHANGE OF ADDRESS</b> OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			<b>DATE:</b> <b>20050220</b>		
NAME (Last, first, middle) <b>Marine, John J.</b>		RANK/RATE <b>Sgt</b>		SOCIAL SECURITY NUMBER <b>123 45 6789</b>	
PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co					
NEW ADDRESS (Consult <b>SNDL</b> for address) <b>PMO</b> <b>PSC BOX 8023</b> <b>CHERRY POINT NC 28533-0035</b>			OLD ADDRESS (Attach mailing label for publisher) <b>SECURITY BN MCB</b> <b>BOX 555051</b> <b>CAMP PENDLETON CA 92055-5051</b>		
ESTIMATED REPORTING DATE <b>20050325</b>			DEPENDENT'S NAME (If applicable)		
SIGNATURE <i>John J. Marine</i>			<b>N/A</b>		
FORWARD SECOND CLASS MATTER FOR 60 DAYS			THIS SPACE FOR POSTAL CLERK		
ITEM	YES	NO			
MAGAZINES	<b>X</b>				
NEWSPAPERS	<b>X</b>				

Figure #20

27.5.3. Ensure that complete forwarding addresses have been used to include box numbers for Camp Pendleton units. (fig #21) Change of address card front.

<b>COMMANDING OFFICER</b> <b>SECURITY BN</b> <b>BOX 555051</b> <b>CAMP PENDLETON CA 92055</b>	
OFFICIAL BUSINESS	
	<b>COMMANDING OFFICER</b> <b>PMO</b> <b>PSC BOX 8035</b> <b>CHERRY POINT NC 28533-0035</b>

Figure #21

## 27.6. Mail Directory File Card (NAVMC 10572)

27.6.1. When personnel check **in**, enter the following information on Mail Directory File Card (NAVMC 10572): Last name, first name, and middle initial, social security number, grade, unit joined from (complete address not required) date, and unit/section to which assigned (or other local information, necessary to make sure of mail delivery). Once the NAVMC 10572 is complete, (fig #22) the CAC should be forwarded to the last command.

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>534 53 5643</b>	GRADE <b>E5</b>	DISCARD DATE (Mo., Yr.)
JOINED FROM <b>29 PALMS CA 92278</b>	DATE <b>20010627</b> UD NO.	UNIT ASSIGNED <b>B CO</b>	
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no signature)
<b>MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)</b> SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #22

27.6.2. Temporary change in status is recorded in the appropriate spaces on the back of the DFC card. All temporary changes such as temporary additional duty (**TAD**), sick (**SK**), unauthorized absence (**UA**), confinement (**CONF**), or in hand of civilian authorities (**IHCA**) are entered (fig #23) when applicable. Leave entries are not required, but may be desired by the command.

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
SNCOAC SCHOOL Box 555104Camp Pendleton CA 92055- 5104	20050412	20050713			
	*	*			

Figure #23

27.6.3. When personnel check **out**, enter their new complete military address, including an EDA (fig #24), or a complete home address (fig #25), the individual's signature, and date.

#### Forward to Military address

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>534 53 5643</b>	GRADE <b>E5</b>	DISCARD DATE (Mo., Yr.) <b>5-06</b>
JOINED FROM <b>29 Palms CA 92278</b>	DATE <b>20010627</b>	UNIT ASSIGNED <b>B CO</b>	
DROPPED (New duty station, home address etc. - complete address with EDA) <b>EDA 050627 MALS 12 UNIT 37161 FPO AP 96603-7161</b>			
SIGNATURE (required)  		DATE <b>050427</b>	UD NO. (Only if no signature) <b>176-05</b>
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #24

#### Forward to Civilian address

NAME (Last First Middle Initial) <b>DAVIS, JOHN A.</b>	SSN <b>534 53 5643</b>	GRADE <b>E5</b>	DISCARD DATE (Mo., Yr.) <b>5-06</b>
JOINED FROM <b>29 Palms CA 92278</b>	DATE <b>20010627</b>	UNIT ASSIGNED <b>B CO</b>	
DROPPED (New duty station, home address etc. - complete address with EDA) <b>1966 Saddle Brook Dr Middletown VA 23645</b>			
SIGNATURE (required) <i>John A. Davis</i>		DATE <b>050427</b>	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

Figure #25

27.6.4. Directory file card will be retained by UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for periods longer than **6** months. The discard date is the month following the month of departure, plus 12 months. For example, if a permanently assigned Marine departed during December 2004, the discard date would be January 2006. The cards for personnel in a TAD or student status for 6 months or less will be maintained for 3 months after the individual's departure. For example, if a Marine checks into a school, the schools mailroom will discard his/her DFC the first 5 days of the fourth month after he/she departs.

27.7. **Re-Addressing Letter Mail** –Unit mail clerks will draw a diagonal line through address (**not the name**) and utilize yellow gum labels (they can be obtained from regular supply channels) to write the new address' on. When mail is brought to serving post office the mail into bundles of: On base, Off Base, Deployed, No Record, Missent and Presort Standard (Bulk) (Separate mail into bundles of letters and flats).

27.7.1. **Forward Civilian / Military** – Unit mail clerks will draw a diagonal line through the incorrect portion of the address and write the correct address to its right, including the EDA/UJD if the new address is a military unit (fig #26). Unit mail clerks are not to use a permanent mail address, unless authorized by the Marine. When re-addressing letters with a plastic cover a black marker will be used. Bar codes will be lined out with a black marker. Endorse back of envelope with unit information. (fig #27).


Ms J Smith 14 Bravo St Anytown CA 99999	
Lcpl J W Smith <del>HQ SP BN</del> Box 555031 Camp Pendleton CA 92055	
EDA: 2005/5/20 H&S CO H&S Bn Camp Lejeune NC 28542	

Figure #26

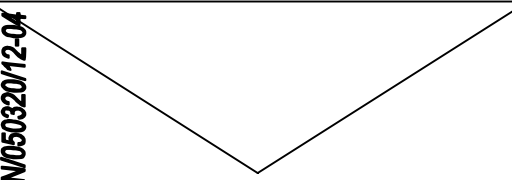
FWD/HQSPBN050320/12-04	

Figure #27

27.7.2. **Hospitalized** - If the individual is hospitalized the mail clerks will draw a diagonal line through the unit address and write the hospital's address (Rm. #, Floor, Ward #, City, State and ZIP) to its right.(fig #28-29) Bar codes will be lined out with a black marker on all mail.

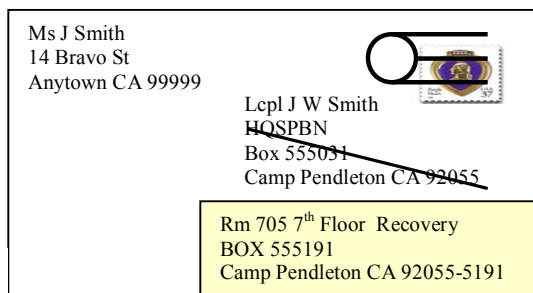


Figure #28

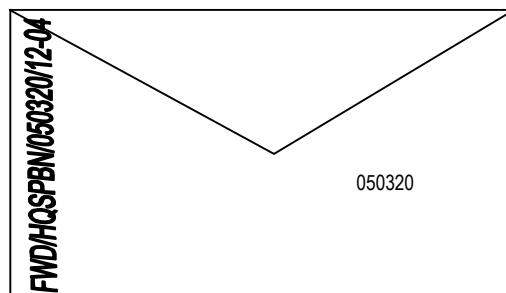


Figure #29

27.7.3 **MLNA** - If the individual has not provided proper forwarding address and a new military address is not available, mail will be returned to the MPO with the annotation.(fig #30-31) "Moved Left No Address" (MLNA).

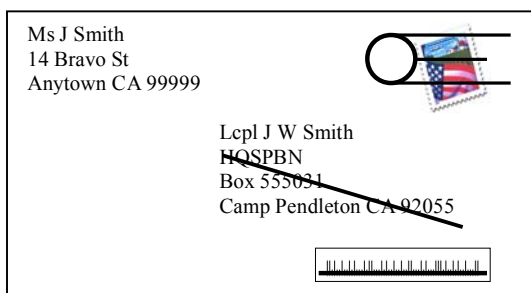


Figure #30

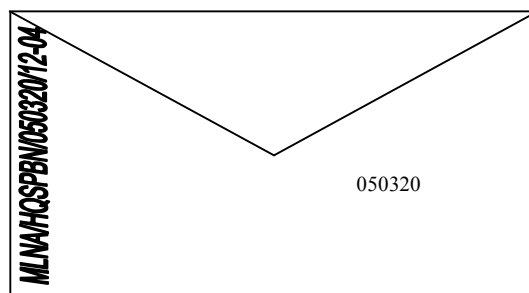


Figure #31

27.7.4 **NR** - If the individual does not have a directory file card on file in the unit mailroom with proper forwarding address or forwarding order has expired, mail will be returned to the MPO with the annotation.(fig #32-33) "No Record" (NR)

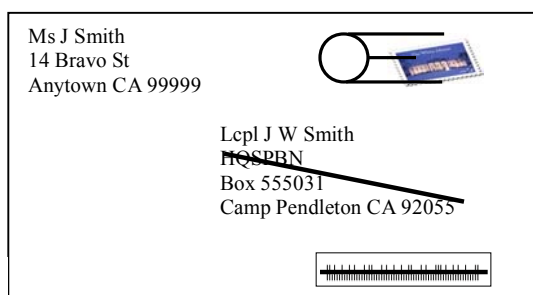


Figure #32

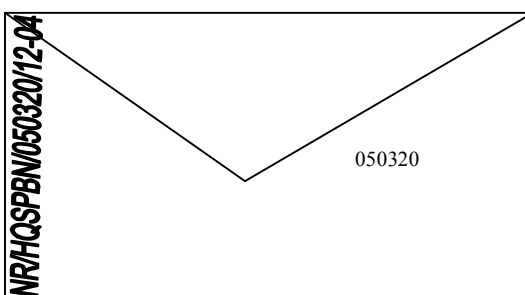


Figure #33

27.7.5 **MS** - If the mail is missent to your unit, mail will be returned to the MPO with the annotation. "Missent"(MS). If a bundle of mail is missent, return to serving post office as a bundle with a sticky note indicating the discrepancy.

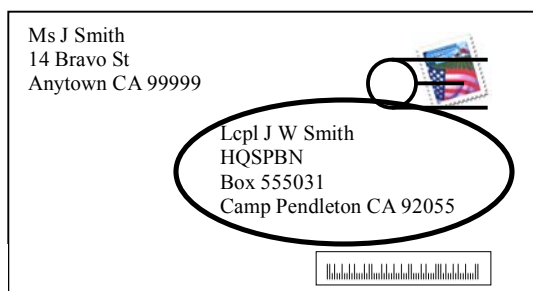


Figure #34

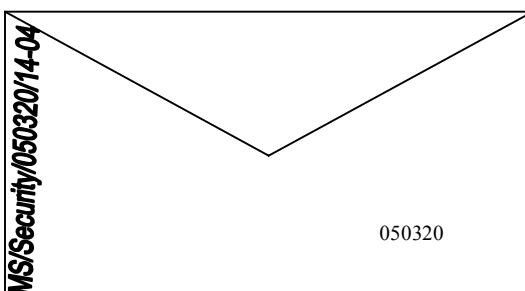


Figure #35

27.8 **Re-Addressing Periodicals** - Magazines and news papers will have no marking at all on the original mailing address. The proper procedure for reworking Forward, MLNA or N/R periodical mail are as follows:

27.8.1 **Forward Civilian / Military**- All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address.(fig #36) The only endorsement on the reverse side of the article will be the unit date stamp. **Do not mark on the address.**

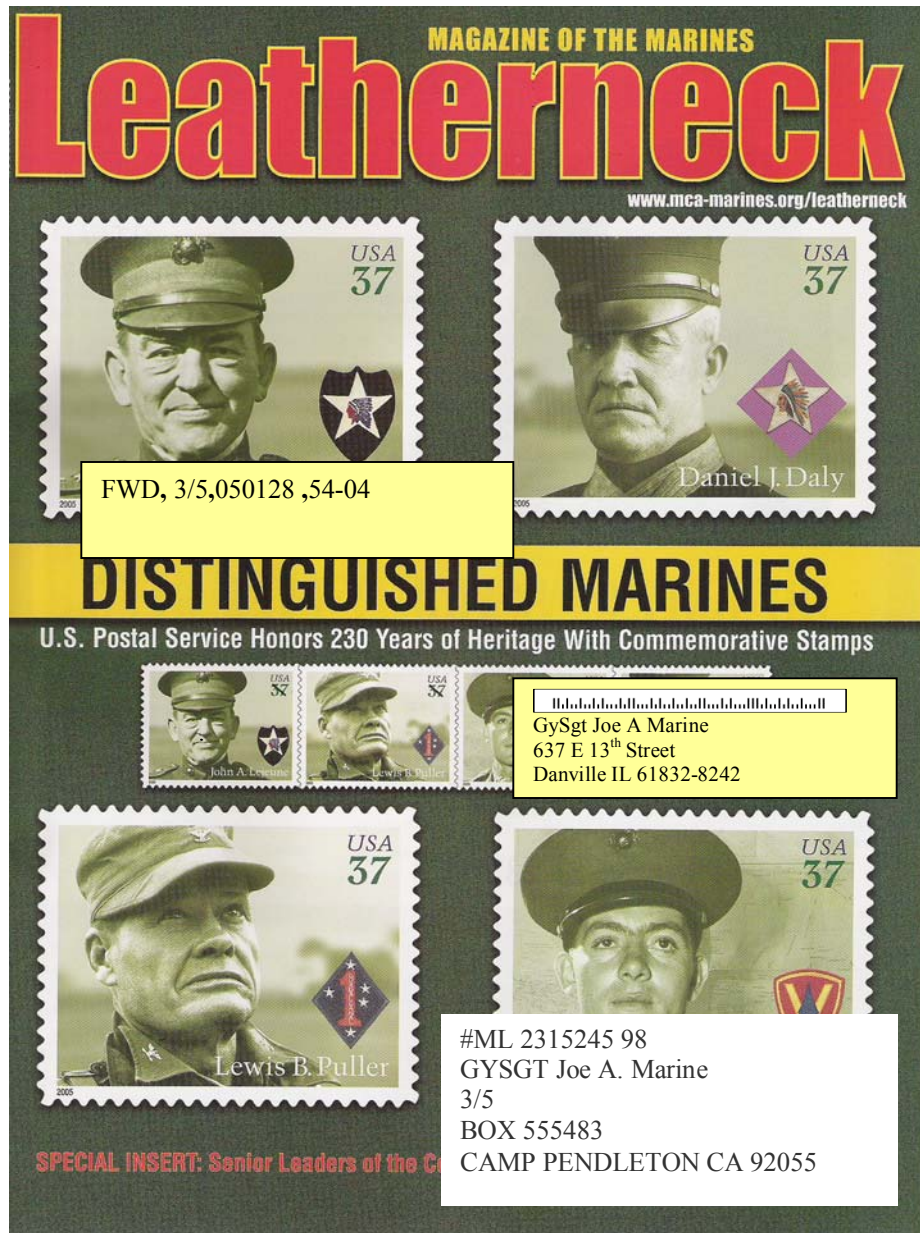


Figure #36



27.8.2 **MLNA & N/R**- The proper procedure for reworking MLNA & N/R periodical mail will be reworked as follows: (fig #37) All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address. The only endorsement on the reverse side of the article will be the unit date stamp.

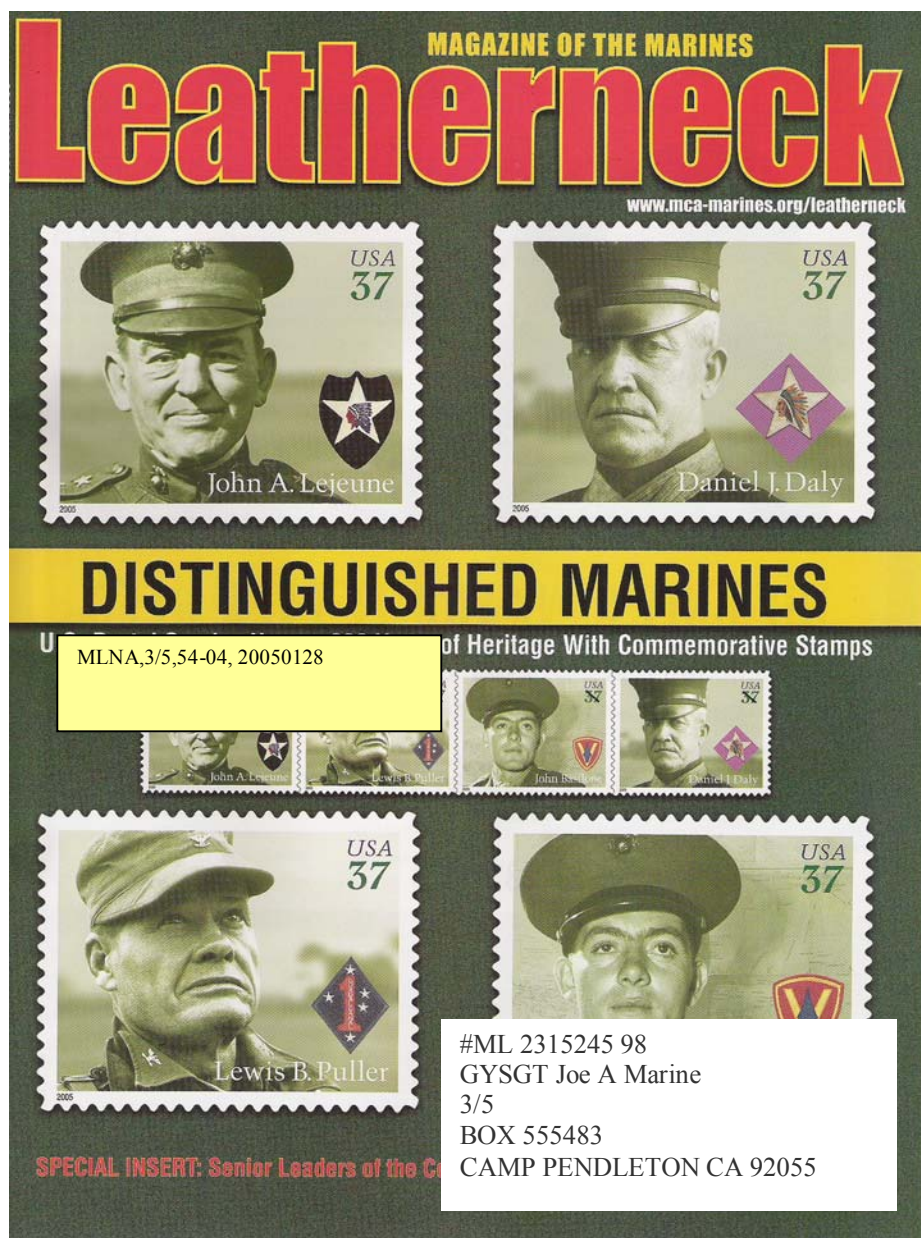


Figure #37

## 27.9 Rework Reminders-

27.9.1 All mail retained overnight will be dated stamped on the reverse side of the mail with the date of receipt. (Place a white sticker on the back of magazines that are covered in plastic.)

27.9.2 Cross out the incorrect portion of old address. (One diagonal line from top left to bottom right, **DON'T** cross out the name. On window envelopes draw the line through the window from paper to paper.)

27.9.3 Ensure the complete forwarding address is legible. (Cities can not be abbreviated.)(i.e. 29 Palms is not correct)

27.9.4 Place **EDA** or Unit Join Date (UJD) dates on all mail addressed to military units. (Place EDA dates above the forwarding address.)

27.9.5 Mail forwarded to “on base” addresses must contain: Unit title, Box number, and **EDA/UDJ**.

27.9.6 Cross out bar codes completely with black marker. (Use of a grease pencil is not acceptable.)

27.9.7 Ensure that proper endorsement are placed on the back of the mail: (i.e., MLNA/NR/Missent/ Unit Name/Date reworked /Card Number)

27.9.8 Separate mail into bundles of On base, Off base, Deployed, NR Missent and Presort Standard (Bulk) (Separate mail into bundles of letters and flats if the volume is sufficient.)

27.9.9 All mail will face in the same direction.

27.9.10 All PS Forms 3849's will be delivered to the individual. If not, they will be returned to the serving post office with proper annotation. (i.e., TAD, LV, DUE in, etc.)



## 28 Accountable Mail

### 28.1 Official Mail-

28.1.1 A chain of receipts will cover all Accountable mail from acceptance through delivery to authorized individuals or the addressee. The unit mail clerk must be able to account for all accountable mail either by producing the article or by showing delivery of the article to an authorized individual or the addressee.

28.1.2 The serving post office will prepare the, PS Form 3883 (Firm Delivery Receipt for Accountable Mail) (fig #38). Keep the original and third copy, give the second copy and the article to the unit mail clerk to take back to the UMR. Prior to receiving accountable mail, the unit mail clerk will make sure all articles are listed on the PS Form 3883, are in good condition, and have not been tampered with. If wrappers or containers are damaged or torn, the unit mail clerk will not accept the item until the serving post office has properly repaired and made the correct annotations.

### Delivery Front the Serving Post Office to Unit Mail Clerk


United States Postal Service® <b>Firm Delivery Receipt for Accountable and Bulk Delivery Mail</b>			 5199 9990 0007 3924 2721		
<input type="checkbox"/> Certified <input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Express Mail® Service Insured <input type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ Service			Mail for/Bill Number <b>HQSPBN 24-04</b>		
Article Number	* Code	Office of Origin (International)	Article Number	* Code	Office of Origin (International)
1. Z 878 987 325	R		11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. Received By: Cpl Unit Mail Clerk		
9.			19. Sign: Unit M. Clerk		
10.			20.		
* CODE: DC = Received In Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery <b>20041220</b>		Number of pieces described above (1) One		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) Sgt Postal Clerk				Postmark – Delivery Office APDS	
Form 3849 Barcode Number					
PS Form 3883, February 2002 ◆ Follow proper scanning procedures for all articles.					
1- Delivery					

Figure #38

28.1.3 Upon returning to the mailroom, the unit mail clerk will list accountable mail on a PS Form 3883 (fig #39) prior to delivery to authorized agents. If the unit mail clerk is relieved by the alternate unit mail clerk, the new unit mail clerk will receipt for the accountable mail by filling out the form in the appropriate blocks and sign for it. The unit postal officer will verify the delivery of all accountable mail daily by initialing all PS Form 3883's completed that day.

### Delivery of Accountable Mail from Unit Mail Clerk to Authorized Agent

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0007 3924 2721	
<input type="checkbox"/> Certified <input type="checkbox"/> COD		<input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Express Mail® Service Insured		<input type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered	
<input type="checkbox"/> Return Receipt for Merchandise		<input type="checkbox"/> Signature Confirmation™ Service		Mail for/Bill Number <b>Admin Section 15-04</b>	
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. Z 878 987 326	R		11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. Received By: <b>Authorized Agent</b>		
9.			19. Sign: <i>Authorized Agent</i>		
10.			20.		
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery <b>20041220</b>		Number of pieces described above (1) One		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) <b>Cpl Unit Mail Clerk</b>				Postmark – Delivery Office <i>UPD</i> <b>Unit Postal Officer Int's</b>	
Form 3849 Barcode Number					
PS Form 3883, February 2002 Follow proper scanning procedures for all articles.					

Figure #39

28.1.4. Official Accountable mail will not be kept overnight in the UMR. It will be returned to the serving post office in the following manner: (fig #40)

28.1.4.1 Take a PS Form 3883 and the article to the serving post office.

28.1.4.2 Write **RETURNING TO SERVING POST OFFICE** in 'Mail for /Bill number' on the PS Form 3883.

28.1.4.3 Have the accepting Postal Clerk All-Purpose Date Stamp (AP Chop) and sign.

28.1.4.4 The Unit Postal Officer will then place his initials in the Postmark block, verifying delivery of the Accountable mail.

### Delivery of Accountable Mail from Unit Mail Clerk back to Serving Post Office.

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0007 3924 2721	
<input type="checkbox"/> Certified <input type="checkbox"/> COD		<input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Express Mail® Service Insured		<input type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered	
<input type="checkbox"/> Return Receipt for Merchandise		<input type="checkbox"/> Signature Confirmation™ Service		Mail for/Bill Number <b>Return to Serving Post Office</b>	
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. Z 878 987 326	R		11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. Received By: <b>Sgt Postal Clerk</b>		
9.			19. Sign: <i>Postal Clerk</i>		
10.			20.		
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery <b>20041220</b> <b>HQSPBN</b>		Number of pieces described above (1) One		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) <b>Cpl Unit Mail Clerk</b>				Postmark – Delivery Office APDS After delivery Unit Postal Officers Int's <i>UPD</i>	
Form 3849 Barcode Number					
PS Form 3883, February 2002 Follow proper scanning procedures for all articles.					

Figure #40

## 28.2 Personnel Accountable Mail at the Serving Post Office-

28.2.1 Delivery- The serving post office will prepare a PS Form 3849 (Delivery Notice/Reminder/Receipt) (fig #41-42) give it to the Unit Mail Clerk who will deliver the PS Form 3849 as a piece of First Class mail to addressee.

### Front of PS Form 3849

United States Postal Service <b>Sorry We Missed you! We Redeliver for You</b>		Today's Date <b>20050928</b>	Sender's Name <b>JONES, C.</b>
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> <b>14 Area</b>		Available for Pick-up After <b>M,T,T,F 0900-1600</b> <b>W 0900-1200</b> Date: _____	<b>We will redeliver or you or your agent can pick up. See reverse</b>
<input type="checkbox"/> <b>If checked, you or your agent must be present at time of delivery to sign for item</b>			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	<b>For Delivery:</b> (Enter total number of items delivered by service type)  <b>For Notice Left:</b> (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill		Record Article Number(s) Here: <b>RR 641 579 128</b>
	<input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation		<b>Notice Left Section</b> Customer Name and Address <b>JOE SMITH</b> <b>HQ SPT BN MCB</b>
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		Amount Due \$ _____	Delivered By and Date _____
<input type="checkbox"/> <b>Final Notice:</b> Article will be returned to sender on _____			
PS Form <b>3849</b> , November 1999		102595-99-M-0191	<b>Delivery Notice/Reminder/Receipt</b>

Figure #41

### Back of PS Form 3848

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):									
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.									
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: 									
3. <input type="checkbox"/> Redeliver (Enter day of week):  (Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	<table border="1"> <tr> <th colspan="2">Delivery Section</th> </tr> <tr> <td>Signature</td> <td></td> </tr> <tr> <td>Printed Name</td> <td></td> </tr> <tr> <td>Delivery Address</td> <td></td> </tr> </table>	Delivery Section		Signature		Printed Name		Delivery Address	
Delivery Section									
Signature									
Printed Name									
Delivery Address									
Ps Form <b>3849</b> , October 1998 (Reverse)									

Figure #42

28.2.2 Readdress – Directory service for PS Form 3849, on reverse side of PS Form 3849 Endorse: Reason for directory service (FWD/NR/MLNA)/ Unit name/ Date/ Clerk Card Number. If forwarding a complete forwarding address must be provided (fig #43-44).

### Front PS Form 3849

United States Postal Service <b>Sorry We Missed you! We Redeliver for You</b>		Today's Date <b>20050928</b>	Sender's Name <b>JONES, C.</b>
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> <b>14 Area</b>	Available for Pick-up After <b>M,T,T,F 0900-1600</b> Date: <b>W 0900-1200</b>		<b>We will redliver or you or your agent can pick up. See reverse</b>
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	<b>For Delivery:</b> (Enter total number of items delivered by service type)  <b>For Notice Left:</b> (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<b>Record Article Number(s) Here:</b> <b>RR 641 579 128</b>	
	<input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	<b>Notice Left Section</b> Customer Name and Address <b>JOE SMITH</b> <b>HQ SPT BN MCB</b>	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		Amount Due Delivered By and Date	
<input type="checkbox"/> <b>Final Notice:</b> Article will be returned to sender on			
PS Form 3849, November 1999		102595-99-M-0191	
Delivery Notice/Reminder/Receipt			

Figure #43

### Back of PS Form 3849

*We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and en*

1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.	<b>FWD: 1832 Park Ln</b> <b>AnyTown CA 92999</b>  <b>FWD/HQSPBN/050928/54-04</b>	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: 	<b>Delivery Section</b>	
3. <input type="checkbox"/> Redeliver (Enter day of week):  (Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Signature	
	Printed Name	
	Delivery Address	
 1234 5678 3456 1966		
Ps Form 3849, October 1998 (Reverse)		

Figure #44

28.2.3 Do not hold PS Form 3849 in the mailroom for more than two days. Deliver to addressee or return it to serving post office with reason of non-delivery. (Leave/TAD with address/Hosp. /IHCA) (fig #45)

### Back of PS Form 3849

*We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and en*

<p>1. Customer: a. Check all that apply in section 3;   b. Sign in section 2 below; and  c. Leave this notice where the carrier can see it.</p>		<p><b>On Leave until 20051030</b></p> <p><b>Leave/HQSPBN/050928/54-04</b></p>	
<p>2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You:  </p>		<p><b>Delivery Section</b></p>	
<p>3. <input type="checkbox"/> Redeliver (Enter day of week):</p> <p><i>(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)</i></p> <p><input type="checkbox"/> Leave item at my address  <i>(Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.)</i></p> <p><input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return</p>		Signature	
		Printed Name	
		Delivery Address	
<p>Ps Form <b>3849</b>, October 1998 (Reverse)</p>		 1234 5678 3456 1966	

Figure #45

**28.3 Personnel Accountable Mail in Unit Mailroom (if applicable) – All instructions are written within the LOI dated 20 October 2005 (fig #46)**



**UNITED STATES MARINE CORPS  
CONSOLIDATED POST OFFICE  
MARINE CORPS BASE  
BOX 555001  
CAMP PENDLETON CA 92055-5001**

**IN REPLY REFER TO  
5110  
20 Oct 05**

**From:** I MEF Postal Officer, Consolidated Post Office, Marine Corps Base  
**To:** Unit Mailroom, 22 Area (Sup Bn, 1st Med Bn, MSSG-15 and CSSG-15)  
Unit Mailroom, 23 Area (MCRS Camp Pendleton)  
Unit Mailroom, 24 Area (Base Brig)  
Unit Mailroom, 31 Area (ACU-5, MCTSSA and WFT Bn)  
Unit Mailroom, 32 Area (3<sup>rd</sup> LAAD, MASS-3 and MACS-1)  
Unit Mailroom, 52 Area (School of Infantry)  
Unit Mailroom, 1st Dental Battalion

**Encl:** (1) Template 1, PS Form 3849, Unit Mailroom (First Notice)  
(2) Template 2, PS Form 3849, Unit Mailroom (Second/Final Notice)  
(3) Template 3, PS Form 3849, Unit Mailroom (Delivery)  
(4) Template 4, PS Form 3849, Unit Mailroom (Forwarding)  
(5) Template 5, PS Form 3849, Unit Mailroom (Refused)

**Subj: LETTER OF INSTRUCTION (LOI) FOR HANDLING PERSONAL ACCOUNTABLE MAIL  
INSIDE THE UNIT MAILROOM.**

1. Due to the geographical isolation, distance and location of some of the unit mailrooms to their serving military post office, Marines and sailors have found it difficult to go pick up their personal accountable mail, which in times includes important and time sensitive documentation (such as airplane tickets). Because of this, the I MEF Postal Officer has authorized the handling, processing and delivery of personal accountable mail, to selected commands, thru the unit mailroom.

The only commands authorized to use this Letter of Instruction (LOI) are:

- 1) Box 555071 School of Infantry (SOI)
- 2) Box 555081 Infantry Training Battalion (ITB)
- 3) Box 555091 Marine Combat Training (MCT)
- 4) Box 555151 Headquarters and Headquarters Squadron (H&HS)
- 5) Box 555161 Assault Craft Unit 5 (ACU-5)
- 6) Box 555171 Marine Corps Systems Support Activity (MCTSSA)
- 7) Box 555181 Weapons Field Training Battalion (WFT Bn)
- 8) Box 555218 Center for Naval Aviation Technical Training (CNATT)
- 9) Box 555226 Base Brig
- 10) Box 555627 1st Supply Battalion (1st SUP Bn)
- 11) Box 555657 1st Medical Battalion (1st MED Bn)

Subj: LETTER OF INSTRUCTION (LOI) FOR HANDLING PERSONAL ACCOUNTABLE MAIL  
INSIDE THE UNIT MAILROOM.

- 12) Box 555717 MEU Service Support Group 15 (MSSG-15)
- 13) Box 555741 Combat Service Support Group 15 (CSSG-15)
- 14) Box 555750 Marine Air Group 39 (MAG-39)
- 15) Box 555761 Marine Air Logistics Squadron 39 (MALS 39)
- 16) Box 555781 Marine Light Attack Helicopter 169 (HMLA-169)
- 17) Box 555791 Marine Light Attack Helicopter 267 (HMLA-267)
- 18) Box 555801 Marine Light Attack Helicopter 367 (HMLA-367)
- 19) Box 555811 Marine Light Attack Helicopter 369 (HMLA-369)
- 20) Box 555821 Marine Air Control Squadron 1 (MACS-1)
- 21) Box 555831 Marine Air Support Squadron 3 (MASS-3)
- 22) Box 555841 3rd Low Altitude Air Defense (3<sup>rd</sup> LAAD)
- 23) Box 555851 Air Traffic Control, Detachment A (ATC Det A)
- 24) Box 555861 Marine Wing Support Squadron 372 (MWSS-372)
- 25) Box 555881 Marine Helicopter Training 303 (HMT-303)
- 26) Box 555891 Marine Light Attack Helicopter 775 (HMLA-775)
- 27) Box 555901 Marine Air Group 46, Detachment A (MAG 46, Det A)
- 28) Box 555911 Marine Medium Helicopter Training 164 (HMM-164)
- 29) Box 555921 Marine Medium Helicopter 268 (HMM-268)
- 30) Box 555931 Marine Medium Helicopter 364 (HMM-364)

Within this LOI, the term "personal accountable mail" refers to express mail, numbered insured, certified, signature confirmation and return receipt for merchandise. Registered mail (personal only) **WILL NOT** be handled by the unit mail clerk or held in the unit mailroom. Registered mail (personal) will continue to be delivered to the addressee by the serving military post office.

2. The handling of personal accountable mail, except personal registered mail to the members of the command thru their unit mailroom will be a significant enhancement to the good morale and quality of life of our Marines and sailors.

3. Question concerning this LOI can be addressed to the I MEF Postal Officer at 763-1196 or 725-5713 or email at [amboandlatchpostoffice@pendleton.usmc.mil](mailto:amboandlatchpostoffice@pendleton.usmc.mil).

  
D. L. MCCARTY

Figure #46

## 29 Procedures Used to Transport Mail By Government Vehicle Off Base-

29.1 In accordance with the agreement between the United States Postal Service (USPS) and the Department of Defense dated Feb 1980, all mail in CONUS will be transported between military installations by USPS. This is the most secure and strongly recommended way to have the unit's mail transported.

29.2 On a case-by-case basis, authorization may be requested by the command to transport deployed mail by government operated vehicle (GOV) off of Camp Pendleton through the Consolidated Post Office, Postal Officer.

29.3 The following guidance is provided to the commanding officer for transportation of deployed mail by government vehicle.

29.3.1 If the command is providing a daily admin run from Camp Pendleton to area of operation, the command may wish to request through the Consolidated Post Office Postal Officer, authorization to transport mail via government vehicle (GOV). The commanding officer assumes all responsibilities for the safe delivery of mail.

29.3.2 If authorized by the commanding officer and Consolidated Post Office Postal Officer the following steps will need to be taken:

29.3.2.1 A letter from the commanding officer must be submitted to Consolidated Post Office Postal Officer by e-mail [MCBCAMPENPOSTAL@USMC.MIL](mailto:MCBCAMPENPOSTAL@USMC.MIL) , Fax (5-5184) or LAN.

29.3.2.2 If approved, all the mail for the Marines deployed will be bundled up with a completed deployed mail cover sheet in duplicate.

29.3.2.3 Marine appointed in writing by the commanding officer, will transport the mail to the consolidated post office (Bldg 1674/ Main-side).

29.3.2.4 When the mail is presented at the consolidated post office it will verify by a postal clerk for proper piece count. Deployed cover sheet will be APDS, and signed by the postal clerk verifying the information on the deployed mail cover sheet.

29.3.2.5 The total count of mail will be indicated on a mail manifest (Mail Manifest OPNAV 5110/9), the manifest will be completed in triplicate.

29.3.2.6 The mail then put into a mail sack.

29.3.2.7 The mail sack will then sealed closed with a #d seal by a postal clerk.

29.3.2.8 The Seal # will be indicated on the mail manifest by the postal clerk.

29.3.2.9 The postal clerk will sign the **dispatching clerk** block of the manifest.



29.3.2.10 The postal clerk will fill in the **mode** block with GOV.

29.3.2.11 The Marine responsible for the delivery of the mail will sign the **signature/date** block in the lower left hand corner. The Marine will receive two copies of the mail manifest.

29.3.2.12 The original of the mail manifest will be maintained in the deployed mail section.

29.3.2.13 The postal clerk will call the post office of destination to inform the post office of the Marine bringing the mail. A point of contact, building number and phone number will be obtained and give it to the Marine transporting the mail.

29.3.2.14 The Marine transporting the mail will then be given directions to transport the mail to the destination post office to have the seal broken and to have the postal clerk breaking the seal sign the mail manifest in the **signature/date** block in the lower right hand corner.

29.3.2.15 Once the Marine has arrived at the post office of destination, the Marine will retain a copy of the mail manifest for their record. Then the Marine will then affect delivery of the mail.

29.3.2.16 If the vehicle breaks down while transporting the mail, the person who signed for the mail must physically remain with the mail. Contact must be made with postal operations at Camp Pendleton (DSN 365-5769/5183 or COMM 760-725-5769/5183) to inform them of the delay in the transportation of the mail. It is highly recommended that an "A" driver be used.

29.3.3 Any questions call Consolidated Post Office Postal Officer or the operations chief mail router at 725-5713/763-1230.

### 30 Deployed Mail-

30.1 Mail Routing Request- All commands planning a deployment or field exercise contact the MPO (operations section) and submit a mail routing request, (fig #47) 45 days prior to departure.


	<p><b>UNITED STATES MARINE CORPS</b></p> <hr/> <p><b>BOX 555---</b> <b>CAMP PENDLETON, CALIFORNIA 92055-5---</b></p>
From: Commanding Officer, _____	
To: Postal Officer, Consolidated Post Office	
Subj: MAIL ROUTING REQUEST	
Ref: GruO P5110.1B	
1. Per the reference, the following information is submitted:	
a. Departure date of advance party.	_____
b. Departure date of main body.	_____
c. Area of deployment.	_____
d. Name of exercise.	_____
e. Estimated date of return for advance party.	_____
f. Estimated date of return of main body.	_____
g. Classes of mail to be routed.	_____
h. Size of unit (Battalion, Company, Squadron, etc.)	_____
i. Name of platoon or detachment. (If applicable)	_____
j. Are any other units involved?	_____
k. When and where is the pre-deployment brief scheduled?	_____
l. Size of pre-deployment brief audience?	_____
<b>Note: Schedule Postal in the first half of briefings.</b>	
2. Postal Officer's Point of Contact info	
Name and rank _____, phone _____	
Postal Officer's e-mail: _____	
Signature (Commanding Officer or Postal Officer)	
After completing this form e-mail it to: <a href="mailto:mcbcampenpostal@usmc.mil">mcbcampenpostal@usmc.mil</a>	

Figure #47

**30.3 Deployed Mail Cover Sheet** - Once Mail Handling Procedures (MHP) have been established (by the Consolidated Post Office) the unit mail clerk will bundle mail in accordance to MHP. At a minimum two (2) deployed mail cover sheets (fig #48) will be attached to all deployed mail. Units can use three (3) deployed mail cover sheets so that they can maintain one (1) copy for their records. Mail will then be returned to the serving postal activity for forwarding to deployed personnel/unit.

<b>DEPLOYED MAIL COVER SHEET</b> (FOR UNIT MAIL ROOM USE)			
<b>DATE:</b> _____			
<b>UNIT:</b> _____ (Title of Unit, Company, Squadron or Detachment)			
<b>Mail Clerk's Name</b> _____			
<b>Mail Clerk's Signature</b> _____			
<b>Mail Piece Count:</b>	<b>Letters:</b>		
	<b>Flats:</b>		
	<b>Parcels:</b>		
<b>Title of Operation</b>			
<b>(Below is for Postal Use)</b>			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>(Serving Post Office)</b> <b>Accepting Postal Clerk's Signature</b>		
	<b>(Deployed Mail Section)</b> <b>Accepting Postal Clerk's Signature</b>		
	<b>Standard Mail Removed</b>		
	<b>Mail Dispatched</b>		
	<b>Letters:</b>		
	<b>Flats:</b>		
	<b>Parcels:</b>		
<b>Remarks:</b> _____			

Deployed Mail Cover Sheet.xls

Revised 05/05/2000

31 **Postal Offenses and Losses**- The following is taken from DoD 4525.6M

31.1 The DoD is responsible to USPS for reimbursement for the loss of funds, postage stock, and Accountable Mail because of embezzlement, negligence, or theft while in custody of the MPS. Investigations by the Military Services may be required to determine individual liability. The term “investigating officer” is defined as a commissioned officer, warrant officer, or senior postal enlisted person (E-6 through E-9) appointed to investigate postal offenses or losses.

31.2 The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an efficient postal system. The administration of the MPS shall focus on maintaining these elements under the USPS-DoD Postal Agreement and with DoD service standards.

31.3 Postal offenses are occurrences that violate laws, agreements, or USPS and DoD regulations and that jeopardize the secrecy of mail and other USPS and DoD property. These offenses include the following:

31.3.1 Mailing of illegal drugs, pornographic material, or other prohibited matter. UMR’s and PSC’s shall contact their serving post office for guidance.

31.3.2 Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.

31.3.3 Alteration, destruction, or other unauthorized disposition of postal records.

31.3.4 Use of mails to defraud.

31.3.5 Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installation operated by military personnel.

31.3.6 Abuse or Unauthorized use of MPS privileges; i.e. allowing unauthorized personnel to use your address to receive mail.

31.4 **Postal Offense Reporting**- UMR’s must report to the Military Post Office within **24** hours of the discovery of offense.

31.5 **Designation of Investigating Officers**- Postal offenses and losses involving unit mail clerks or mail orderlies may require investigation (fig #49) to determine monetary liability. Investigations shall be conducted in accordance with established service procedures.

### 31.5.1 Postal Violation Investigation Format:



#### UNITED STATES MARINE CORPS

Unit Name  
BOX 555---  
CAMP PENDLETON, CALIFORNIA 92055-5---

From: Postal Officer, Unit Name  
To: Commandant of the Marine Corps (MRP-3), 3280 Russell Rd, Quantico, VA 22134-5103  
Via: Consolidated Post Office (Inspectors) Camp Pendleton CA

Subj: POSTAL VIOLATION OCCURRING AT CAMP PENDLETON

Ref: (a) DOD 4525.6M Postal Manual

1. In accordance with DOD 4525.6M, Chapter 14, paragraph C14.1.3, the following information is provided:

- a. Date Incident Occurred:
- b. Organization Involved: Unit Name  
Box 555---  
Camp Pendleton, CA 92055-
- c. Facts:
- d. Circumstances:

- (1) Personnel Involved:

- e. Information Relating to Recovery and Disposition of Mail:

- (1) Per authorization of the Postal Inspector, mail is currently being directorized and forwarded with an apology letter.
- (2) There were no Accountable mail pieces.

- f. Investigating Agencies Involved:

- (1) Criminal Investigation Division
  - (a) Date: 29 August 2005
  - (b) Case Number:
  - (c) Agent assigned: Investigator
- (2) Date/ Location/ Name of USP Official Notified:
  - (a) Date: 15 April 2005
  - (b) Location: U.S. POSTAL INSPECTION SERVICE  
11251 Rancho Carmel Dr. Rm. 315  
P.O. Box 507450  
San Diego, CA 92150-7450
  - (c) USPS Inspector notified:
  - (d) USPS Case Number: # 0753-1526791-MTL (2)

- g. Current Status of Investigation:

- (1) On 28 April 2005, Postal Inspector ??. Per DOD 4525.6M, C14.1.6.2 the mail is being directorized and forwarded to the addresses as of 28 April 2005.
- (2) This incident is till being investigated and ?.
- (3) Point of contact is Capt ? at (XXX) XXX-XXXX or SSgt ? at (XXX) XXX-XXXX.

I. M. POSTAL

## **32 Retention Periods-**

32.1 Directory file card will be retained by UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for periods longer than **6** months. The cards for personnel in a TAD or student status for 6 months or less will be maintained for 3 months after the individual's departure.

32.2 DD Form 285- Destroyed immediately after revocation entry is made in the DD Form 2260. Submit revocation letter to the serving post office.

32.3 DD Form 2260 – Destroy each sheet 2 years after the last revocation entry

32.4 Letter of Authorization- Destroy 2 years after revocation. Includes Appointment of Postal Officer, Assistant Postal Officer, Official Mail Manager and Authorization to Receipt for and open Official/Official Accountable mail (one person changes, an entire new document is required. No pen changes allowed).

32.5 PS Form 3883- Destroy 2 years from date of last receipt/delivery.

32.6 Mailroom inspection checklist (AIR check list)- Weekly inspections conducted by the Unit Postal Officer are held until the next quarterly inspections. Quarterly inspections conducted by the Consolidated Post Office are destroyed 2 years from date of inspection

32.7 Mail Orderly Receipt Logs- Six months from date of pick-up

32.8 TAD Orders/Leave Papers- Destroy after personnel has returned and is getting their mail.

32.9 Unit Diary/Morning Reports- Six months

### 33 **Helpful Hints** –

33.1 Ensure that all references are on hand.

33.2 Ensure that information contained in the Unit Mail Handling Order is current (i.e., mail call hours, building numbers).

33.3 Do hours posted on DD Form 1115 (Mail room No Admittance) coincide with those published in the mail handling order?

33.4 Are there at least two (2) mail orderlies per section?

33.5 Are DD Form's 285 (Appointment of Unit Mail Clerk/Orderly) properly prepared and maintained (pay particular attention to block #9).

33.6 Ensure the Postal Officer conducts weekly inspections.

33.7 Ensure mail orderlies pick-up daily.

33.8 Ensure mail orderlies have DD Form 285 each time they pick-up mail.

33.9 Ensure Authorized Agent signs for Ordinary Official Mail every day on the mail orderly receipt log.

33.10 Ensure mail for personnel due to report is held for only Fifteen (15) days past their EDA (unless additional information indicates a new reporting date).

33.11 Ensure orderlies return all undeliverable mail to the UMR the same day receipt.

33.12 Ensure mail orderlies pick-up only at times established in the mail handling order and posted on door.

33.13 Ensure documentation is provided immediately to the UMR for leave/TAD personnel.

33.14 Ensure all copies of PS Form 3883 (Firm Delivery Receipt for Accountable Mail) are maintained in sequential order.

33.15 Ensure the Postal Officer verifies PS Form 3883 by initialing annotating the date in the appropriate box daily.

33.16 Under no circumstances is official accountable mail kept in the UMR overnight. Return it to the serving Post Office.

33.17 Ensure Directory File Cards (DFC's) contain complete names and date joined.

33.18 There should be no geographical location included in the mailing address of deployment commands (i.e. Okinawa, Saudi Arabia, Iraq).

33.19 Ensure all mail forwarded to military commands include the EDA date.

33.20 Ensure temporary changes in status (except annual leave) are annotated on the back of the DFC's when forwarding mail.

33.21 Ensure applicable DFC's are destroyed within the first week of each month.

33.22 Ensure the UMR is included on the commands check in/out sheet and that it is enforced.

33.23 Ensure that no excess gear is inside the UMR (i.e. wall locker, extra filing cabinets, personal gear, stereo equipment, etc.).

33.24 Official mail consolidation point can't be located inside the unit mailroom.

33.25 Ensure official mail has been properly receipted for.

33.26 The mail clerk's personal mail should never be opened in the unit mailroom.

33.27 The unit mailroom will be secured in the event of a possible postal offense until the appropriate military representative arrives.

33.28 The unit should notify the Consolidated Post Office 45 days in advance of the unit going on an exercise or deployment.

33.29 Monthly courtesy inspections, pre-deployment, and post deployment inspections can be conducted in addition to the quarterly inspections upon request to the Consolidated Post Office.

33.30 Hospital annotations and addresses must include Room #, Floor, Ward #, City, State and ZIP. Also ZIP+4 if known.

33.31 Use leave papers, TAD orders, SIQ chits to show mail disposition.